

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

Monday, December 14, 2020 Regular Meeting  
Board Room 214 - 1st Ave NE  
Buffalo, MN 55313  
7:00 PM

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1. CALL TO ORDER by Chair Dave Wilson at 7:00 p.m. AND ROLL CALL

Present: Melissa Brings, Sue Lee, Dave Wilson, Bob Sansevere

Present Virtually: Laurie Raymond, Ken Ogden, Amanda Reineck

Absent:

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – Parent with concern with lack of cameras on school busses. Causes communication barrier between students and staff. Parent – concern with move to Hybrid and Distance Learning. May enroll in a private school and ask for a voucher from ISD 877

C. Approval of Agenda

Brings/Lee to approve

Motion carried 7-0 by Roll Call Vote

3. COMMUNICATIONS

A. Student Council – Sydney Rhodes, Representative - was involved in Mock Trial this weekend and students are happy that some activities have started up. Student Council is working on activities to keep students involved. Virtual bingo taking place. Led the class with morning announcements and saying of the pledge.

B. Proud Of

C. Board Calendar Dates

1. Monday, January 11, 2021 Special Meeting 4:30 p.m. NES

2. Monday, January 11, 2021 Board Workshop 4:45 p.m. NES

3. Monday, January 25, 2021 Board Meeting 7:00 p.m. 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. Elizabeth Graham-Etzel, Nutrition Services Aide at Northwinds Elementary, effective December 3, 2020. This is a replacement for Marilyn Wolfe.
2. Mustafa Turkyawan, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective December 7, 2020. This is a replacement for Dylan Korbel.

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

1. Denise Blom, ECSE ESP, resignation effective December 2, 2020.
2. Lindsay Kietzmann, Special Education ESP at Buffalo High School, resignation effective November 30, 2020.
3. Serena Mahoney, ESP at Northwinds Elementary and KidKare Supervisor, resignation effective December 10, 2020.
4. Nicole Jensen, ECSE ESP, termination effective November 23, 2020.
5. Dawn Keeler, ECFE Classroom Assistant, resignation effective December 4, 2020.
6. Taylor Thompson, KidKare Assistant, resignation effective December 4, 2020.
7. Amber Gannon, KidKare Assistant, resignation effective November 24, 2020.
8. Lindsay Wahlstrom, KidKare Aide, resignation effective November 11, 2020.
9. Kaleena Rodriguez, Nutrition Services Assistant at Buffalo High School, termination effective December 7, 2020.

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

1. Nick Guida, transfer from Assistant Principal to Activities Director at Buffalo High School, effective August 1, 2021. This is a replacement for Tom Bauman.
2. Laura Lundquist, School Psychologist, increase from .813 to 1.0 FTE, effective November 23, 2020.
3. Jennifer Anderson, from Nutrition Services Aide for 6 hours/day to Assistant for 6.75 hours/day at Buffalo Community Middle School, effective November 16, 2020.
4. Christina Bruce, Nutrition Services Assistant at Buffalo High School, increase from 30 to 33.75 hours/week, effective November 30, 2020.
5. Anais Bersie, KidKare, transfer from Supervisor to Interim Lead Supervisor, effective November 16, 2020.
6. Dawn Keeler, transfer from KidKare Supervisor and ECFE Classroom Assistant to full-time KidKare Supervisor, effective November 30, 2020.
7. Kaitlin Kramber, KidKare Supervisor, decrease from 35 to 30 hours/week, effective October 28, 2020 and increase from 30 to 40 hours/week, effective November 30, 2020.

8. Abigail Kunze, KidKare Assistant, increase from 25 to 40 hours/week, effective November 30, 2020.
9. Karen Moline, KidKare Supervisor, increase from 25-40 hours/week, effective November 30, 2020.
10. Amanda Pepper, KidKare Supervisor, increase from 25 to 27.5 hours/week, effective November 30, 2020.
11. Kali Olson, KidKare Supervisor, increase from 25 to 40 hours/week, effective November 30, 2020.
12. Lezlie Simonson, KidKare Supervisor, increase from 6 to 11.25 hours/week, effective November 30, 2020.
13. Lori Steinhibel, KidKare Supervisor, increase from 27 to 30 hours/week, effective November 30, 2020.
14. Riley Stuart, KidKare Aide, increase from 10 to 12.5 hours/week, effective November 30, 2020.
15. Madison Teichert, KidKare Supervisor, increase from 35 to 40 hours/week, effective November 30, 2020.
16. Mitchell Hanson, transfer from Grounds to 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective October 5, 2020 and ending November 20, 2020, and return to Grounds, effective November 23, 2020 and ending December 31, 2020.

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

1. Ashley Brausen, Physical Therapist, request for leave of absence, effective on or about January 10, 2021 and ending on or about February 26, 2021.
2. Alexandra Edwards, Title I Teacher at Montrose Elementary School of Innovation, request for leave of absence, effective on or about February 10, 2021 and ending May 4, 2021.
3. Jamie Abell, 1<sup>st</sup> Grade Teacher at Tatanka Elementary STEM School, request for leave of absence, effective on or about February 20, 2021 and ending May 14, 2021.
4. Anna Kurvers, KidKare Assistant, request for leave of absence, effective November 4, 2020 and ending January 1, 2021.
5. Debra Ross, ESP at Montrose Elementary School of Innovation, revised leave of absence end date to January 1, 2021.

CONTRACTS – Approve the following agreements:

1. District and Community Education Individual contracts for 2020-21 and 2021-22.

B. Check Disbursements

CHECK DISBURSEMENTS

Payroll checks # 9000085118 through 9000085937, and 205946 through 205952 amounting to \$1,082,849.70. P-card disbursement checks 80000001428 to 80000001459, totaling \$188,803.45. Bill-pay wires 800000934 through 8000000952. Employee reimbursement checks 9100003114 through 9100003133, and Accounts Payable checks 395217 through 395336, for the period of October 2 – December 7 as follows:

01	GENERAL FUND	1,953,447.38
02	FOOD SERVICE	87,015.14
04	COMMUNITY SERVICE	112,128.25
05	CAPITAL OUTLAY	66,241.76
06	NEW BUILDING	(1,432.56)
07	DEBT SERVICE	.00
09	ACTIVITY FUND	6,744.69
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
51	ACTIVITIES	1,125.56
	TOTAL	\$2,225,270.22

### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov. 12 - Dec. 3) is as follows:

Date	Vendor & Purpose	Amount
11/12/20	Further – Flex/Health Insurance	\$ 4,806.97
11/13/20	Chicago USA Tax Pmt – Federal Taxes	360,658.62
11/13/20	District #877 Employees – Employee Payroll	1,095,292.50
11/16/20	Cash Management Service Fee	32.34
11/16/20	Delta Dental – Dental Insurance	10,371.57
11/16/20	MN Dept. of Revenue - Garnishments/Child Support	257.40
11/16/20	MN Dept. of Revenue - Garnishments/Child Support	243.04
11/16/20	MN Dept. of Revenue – State Taxes	57,132.53
11/16/20	MN Public Employees Retirement Association	63,733.10
11/16/20	MN Teachers Retirement Association	195,461.42
11/17/20	eBay Inc.	159.66
11/17/20	Educators Benefit Consultants – Deferred Annuities	50,936.59
11/18/20	District #877 Employees – Employee Reimbursement	1,603.37
11/18/20	Further – Flex/Health Insurance	15,349.91
11/20/20	Further – Flex/Health Insurance	1,400.00
11/20/20	Xcel Energy – Utility	606.45
11/23/20	Delta Dental – Dental Insurance	8,217.91
11/23/20	Vanco - Service Fee	455.00
11/23/20	Xcel Energy – Utility	53.81
11/25/20	Further – Flex/Health Insurance	8,254.95
11/25/20	Vanco - Service Fee	165.00
11/30/20	Bankcard Fee - Communtiy Ed Fee	327.93
11/30/20	Chicago USA Tax Pmt – Federal Taxes	359,899.29
11/30/20	District #877 Employees – Employee Payroll	1,077,936.47
11/30/20	Further – Flex/Health Insurance	(2,800.00)
11/30/20	MN Public Employees Retirement Association	60,653.85

11/30/20	MN Teachers Retirement Association	196,599.48
12/01/20	BCBS - Health Insurance	902,243.00
12/01/20	Delta Dental – Dental Insurance	8,407.08
12/01/20	Educators Benefit Consultants – Deferred Annuities	52,533.42
12/01/20	MN Dept. of Revenue - Garnishments/Child Support	257.40
12/01/20	MN Dept. of Revenue - Garnishments/Child Support	222.62
12/01/20	MN Dept. of Revenue – State Taxes	57,326.70
12/02/20	District #877 Employees – Employee Reimbursement	2,112.63
12/02/20	Further – Flex/Health Insurance	<u>17,570.54</u>
	Total	\$ 4,608,482.55

D. Minutes - November 28, 2020 Regular Meeting

E. Donations/Grants totaling \$17638.13

Raymond/Brings to approve

Motion carried 7-0 by roll call vote

5. TRUTH IN TAXATION PRESENTATION, Gary Kawlewski, Director of Finance and Operations

Annual requirement for taxing jurisdictions to present information on proposed levy and current year budget. Levy will increase by \$497,197 (3.26%). Total value of property within the school district has increased. Referendum Market Value in Wright County has increased by 7.83%.

6. ACTION ITEMS

A. Certify the 2020 Pay 2021 Levy, Gary Kawlewski, Director of Finance and Operations

Recommend to approve the 2020 Payable 2021 tax levy in the following amounts:

General - \$12,166,462.47; Community Education - \$597,304.55; Debt Service - \$7,369,783.04; Total - \$20,133,550.06

Brings/Sansevere to approve

Motion carried 7-0 by Roll Call vote

B. Policy Review – Final Reading, Evan Ronken, Director of Human Resources and Amy Ernst, Director of Special Education

1. Policy 413 – Harassment and Violence

Brings/Lee to approve

Motion carried 7-0 by Roll Call vote

2. Policy 522 – Student Sex Non-Discrimination

Brings/Lee to approve

Motion carried 7-0 by Roll Call vote

First Reading of these policies took place on November 23, 2020 and no additional revisions are recommended.

7. REPORTS

8. COMMITTEE REPORTS

MB – ESP Negotiations (replacing Laurie Raymond)

SL – WTC

DW – SWMISD

BS – ESP Negotiations

AR – 877 Foundation

9. SUPERINTENDENT'S REPORT – Continue to react to announcements from the Governor, MDH, MDE and CDC. MSHSL has guidelines for activities starting up on December 19, 2020. Receiving vaccination information and will wait for guidance from Wright County Public Health.

Thank you Laurie Raymond and Dave Wilson for their years of service on the BHM Board of Education.

10. OTHER

Wilson/Brings to adjourn at 8:03 p.m.

Respectfully submitted,

Melissa Brings, Clerk

ISD 877 Board of Education