

# Buffalo-Hanover-Montrose Schools School Board Meeting Agenda

Monday, February 28, 2022  
Regular Meeting  
Board Room  
214 - 1st Ave NE  
Buffalo, MN 55313  
7:00 PM

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1. CALL TO ORDER by Chair Melissa Brings at 7:00 p.m. AND ROLL CALL

Present: Amanda Reineck, Adam Bjorklund, Susan Lee, Ken Ogden, Amanda Lawrence,  
Bob Sansevere, Melissa Brings

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – regarding classroom behavior issues

C. Approval of Agenda

Sansevere/Lee to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report, Erica Kyllonen

RAVE Week was very successful. Raised \$500 for Buffalo Strong to donate as appropriate. Donated 42 dozen flowers to various health organizations and sold 300 cookies at the Buffalo Strong Health Fair. Most winter sports have/are ending. Helped at Coaches vs Cancer for Paul Fladung and the College and Career Fair today. Mid-term is in one week. Mixed reaction to lifting of mask requirements while riding the bus.

B. Proud Of

1. Nolan Rabon, BCMS 8th Grader, who is the 2021 MEGT Star of the North presented by the MN Educators of the Gifted and Talented for his outstanding accomplishments in academics, visual or performing arts or leadership.

2. BCMS Grades 6-8 Band Members - Jett Hayes, Tabitha Gallus, Evie Lubben and Lauren Berg who participated in the Honor Band hosted by the Central MN Band Directors Association.

3. BHS Grades 9-10 Band members - Olivia Kohls, Emmerson Bryer, Kiera McGorry, Kumail Akram, Lexi Zheng, Noah Bolliat, Oliver Holt, Gloria Armstrong who participated in the Honor Band hosted by the Central MN Band Directors Association.

C. Board Calendar Dates

1. Monday, March 14, 2022 Board Workshop 4:30 p.m. NES

2. Monday, March 28, 2022 Board Meeting 7:00 p.m. DES 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. Gregory Amundson, Business Education Teacher at Buffalo High School, effective January 26, 2022. This is a replacement for Ryan Hagerty.
2. Judy Emerick, Special Education Teacher at Buffalo High School, effective February 3, 2022. This is a replacement for Kimberly Archibald.
3. Laura Ortega, .907 FTE ELL Teacher at Buffalo Community Middle School and Buffalo High School, effective January 31, 2022. This is a replacement for Lisa Jensen.
4. Samuel Muhlbauer, AVID Tutor at Buffalo Community Middle School, effective January 31, 2022. This is a replacement for Kristi Harlan.
5. Karen Savig, Special Education ESP at Parkside Elementary, effective February 3, 2022. This is a replacement for Karen Lengyel.
6. Susan Willard, Special Education ESP at Parkside Elementary, effective February 16, 2022. This is a replacement for Jessica Rud.
7. Miah Simpson, Special Education ESP at Montrose Elementary School of Innovation, effective February 15, 2022.
8. Dakotah Cooper, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective February 7, 2022. This is a replacement for Maxxe Jackson.
9. Jessica Rud, KidKare Supervisor, effective February 7, 2022.
10. Halle Willman, KidKare Aide, effective February 22, 2022.
11. Tonya Vega, Bookkeeper/Business Office Assistant, effective February 24, 2022.
12. Chris Wykle, Head Engineer at Tatanka Elementary STEM School, effective March 8, 2022. This is a replacement for Rick Aulwes.
13. Daniel Shipley, Custodian at Buffalo Community Middle School, effective March 14, 2022. This is a replacement for James Burski.

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

1. Randy Klatt, Head Engineer at Discovery Center, retirement effective April 30, 2022.
2. Pam Ramsey, 3<sup>rd</sup> Grade Teacher at Tatanka Elementary STEM School, retirement effective June 10, 2022.
3. Kimberly Archibald, Special Education Teacher at Buffalo High School, resignation effective February 3, 2022.
4. Megan Breyer, FACS Teacher at Buffalo Community Middle School and Buffalo High School, resignation effective February 28, 2022.
5. Rissa Schrick, Grades 1-2 Teacher at Discovery Elementary, resignation effective June 10, 2022.
6. Elise Brown, ESP at Montrose Elementary School of Innovation, resignation effective January 21, 2022.
7. James Burski, Custodian at Buffalo Community Middle School, resignation effective February 22, 2022.

8. Lindsay Wahlstrom, KidKare Aide, resignation effective February 19, 2022.
9. Dawn Keeler, KidKare Supervisor, resignation effective January 27, 2022.
10. Nicholas Grady, KidKare Aide, termination effective February 16, 2022.

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

1. Jennifer Johnson, Special Education and Math Support Teacher at Buffalo High School, teach one additional section of Math during the 3<sup>rd</sup> Term, effective February 4, 2022 and ending April 1, 2022.
2. Kelsey Ortmann, Physical Education/Health Teacher at Buffalo High School, teach one additional section during 3<sup>rd</sup> Term, effective January 31, 2022 and ending April 1, 2022.
3. Dave Kilgore, Math Teacher at Buffalo High School, teach one additional section during 3<sup>rd</sup> Term, effective January 31, 2022 and ending April 1, 2022.
4. Brenda Diekman, Business Education Teacher at Buffalo High School, teach one additional section during 3<sup>rd</sup> Term, effective January 31, 2022 and ending April 1, 2022.
5. Patricia Moe, Special Education ESP at Tatanka Elementary STEM School, increase from 32.5 to 33.75 hours/week, effective January 3, 2022.
6. Kallie Wycoff, Special Education ESP at Montrose Elementary School of Innovation, increase from 27.5 to 32.5 hours/week, effective February 3, 2022.
7. Victoria Swanson, Special Education ESP at Montrose Elementary School of Innovation, increase from 25 to 32.5 hours/week, effective February 3, 2022.
8. Katie Baumgartner, Special Education/Instructional ESP at Buffalo Community Middle School, increase from 30 to 35 hours/week, effective September 7, 2021.
9. Sarah Daily, Nutrition Services, increase from 23.75 hours/week as Aide to 30 hours/week as Assistant, at Buffalo Community Middle School, effective February 15, 2022.
10. Jack Strong, from Grounds at Buffalo High School to Head Grounds district-wide, effective February 16, 2022.
11. Abigail Kunze, KidKare Assistant, decrease from 30 to 25 hours/week, effective September 7, 2021 and increase from 25 to 32.5 hours/week, effective January 31, 2022.
12. Linda Hoffman, KidKare Supervisor, increase from 30 to 32.5 hours/week, effective January 31, 2022.
13. Kristi Kiel, KidKare Supervisor, decrease from 8.5 to 5 hours/week, effective January 31, 2022.
14. Amanda Pepper, KidKare Supervisor, increase from 37.5 to 40 hours/week, effective February 7, 2022.
15. Leslie Simonson, KidKare Supervisor, increase from 5 to 10 hours/week, effective January 31, 2022.
16. Miah Simpson, KidKare Assistant, increase from 31.25 to 35 hours/week, effective January 31, 2022 and decrease from 35 to 10 hours/week, effective February 7, 2022.

17. Victoria Swanson, KidKare Assistant, increase from 7.5 to 10 hours/week, effective January 24, 2022 and decrease from 10 to 7.5 hours/week, effective February 7, 2022.

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

1. Angela Bartholomaus, Nutrition Services Assistant at Montrose Elementary School of Innovation, request for leave of absence effective January 10, 2022 and ending March 25, 2022.
2. Jillian Ebeling, KidKare Supervisor, request for leave of absence effective December 28, 2021 and then part-time leave of absence effective January 24, 2022 and ending February 4, 2022.
3. Kali Olson, KidKare Supervisor, request for leave of absence effective February 7, 2022 and ending March 22, 2022.
4. Mari Graves, Special Education ESP at Parkside Elementary, request for leave of absence effective December 21, 2021 and ending February 28, 2022.
5. Keegan Murphy, English Teacher at Buffalo Community Middle School, extension of leave of absence to end February 25, 2022.
6. Anna Lantz, Kindergarten Teacher at Hanover Elementary, change of leave of absence effective date from March 25, 2022 to March 14, 2022.
7. Bette Koepsell, ESP at Tatanka Elementary STEM School, change of leave of absence end date from February 18, 2022 to January 31, 2022.
8. Natalie Polaschek, Social Studies Teacher at Buffalo Community Middle School, request for leave of absence effective February 28, 2022 and ending May 10, 2022.

CONTRACT – Approve the following contract:

1. Labor Agreement between ISD 877 Buffalo-Hanover-Montrose and School Service Employees – Custodians, Maintenance, Grounds, Laundry and Warehouse for 2021-23.

B. Check Disbursements

Payroll checks # 900104758 through 900108488, and 206237 through 206248 amounting to \$2,315,844.60. P-card disbursement checks 800001866 to 800001896, totaling \$157,901.27. Bill-pay wires 810001220 through 8100001242. Employee reimbursement checks 9100003680 through 9100003730, and Accounts Payable checks 398469 through 398809 for the period of November 1, 2021 – March 2, 2022 as follows:

|    |                             |              |
|----|-----------------------------|--------------|
| 01 | GENERAL FUND                | 3,933,815.09 |
| 02 | FOOD SERVICE                | 271,605.63   |
| 04 | COMMUNITY SERVICE           | 192,946.06   |
| 05 | CAPITAL OUTLAY              | 111,040.73   |
| 06 | NEW BUILDING                | .00          |
| 07 | DEBT SERVICE                | 4,250.00     |
| 09 | ACTIVITY FUND               | 48,417.57    |
| 16 | ALTERNATIVE FACILITIES      | .00          |
| 45 | POST EMP BENEFITS IRREV TRU | 87,756.20    |

|    |                 |                |
|----|-----------------|----------------|
| 47 | DEBT REDEMPTION | .00            |
| 51 | ACTIVITIES      | 301.22         |
|    | TOTAL           | \$4,645,882.50 |

C. Electronic Fund Transfers - A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 18 - Feb. 22) is as follows:

| Date     | Vendor & Purpose                                   | Amount        |
|----------|--|---------------|
| 01/18/22 | MN Dept. of Revenue – State Taxes                  | \$ 54,812.23  |
| 01/18/22 | Educators Benefit Consultants – Deferred Annuities | 61,116.04     |
| 01/18/22 | MN Dept. of Revenue - Garnishments/Child Support   | 394.20        |
| 01/18/22 | Delta Dental – Dental Insurance                    | 13,182.22     |
| 01/19/22 | District #877 Employees – Employee Reimbursement   | 2,416.82      |
| 01/20/22 | Alerus   | 556.00        |
| 01/20/22 | Further – Flex/Health Insurance                    | 23,957.96     |
| 01/21/22 | Delta Dental – Dental Insurance                    | 2,533.32      |
| 01/21/22 | BCBS - Health Insurance                            | 750,361.07    |
| 01/24/22 | Delta Dental – Dental Insurance                    | 11,903.54     |
| 01/25/22 | Xcel Energy – Utility                              | 731.19        |
| 01/26/22 | Further – Flex/Health Insurance                    | 4,643.14      |
| 01/27/22 | Bond Trust - \$3,855,000 2013 G.O. Bond            | 188,787.50    |
| 01/27/22 | Bond Trust - \$31,215,000 2012 G.O. Bond           | 12,127,800.00 |
| 01/27/22 | Bond Trust - \$9,635,000 2017 G.O. Bond            | 1,975,305.00  |
| 01/27/22 | Bond Trust - \$5,710,000 2018 G.O. Bond            | 517,625.00    |
| 01/27/22 | Bond Trust - \$32,620,000 2015 G.O. Bond           | 478,461.25    |
| 01/28/22 | MN Teachers Retirement Association                 | 197,894.66    |
| 01/28/22 | MN Public Employees Retirement Association         | 71,097.02     |
| 01/28/22 | District #877 Employees – Employee Payroll         | 1,184,100.91  |
| 01/28/22 | Chicago USA Tax Pmt – Federal Taxes                | 382,871.76    |
| 01/31/22 | MN Dept. of Revenue – State Taxes                  | 60,663.04     |
| 01/31/22 | MN Dept. of Revenue - Garnishments/Child Support   | 394.20        |
| 01/31/22 | Delta Dental – Dental Insurance                    | 17,114.17     |
| 01/31/22 | Educators Benefit Consultants – Deferred Annuities | 59,466.70     |
| 02/02/22 | Xcel Energy – Utility                              | 61.03         |
| 02/02/22 | District #877 Employees – Employee Reimbursement   | 992.47        |
| 02/02/22 | Further – Flex/Health Insurance                    | 28,061.90     |
| 02/07/22 | Delta Dental – Dental Insurance                    | 12,432.96     |
| 02/07/22 | BMO Corporate MasterCard – P-Card                  | 157,901.27    |
| 02/08/22 | FeePay - Community Ed Fee                          | 4,053.44      |
| 02/09/22 | Further – Flex/Health Insurance                    | 6,294.61      |
| 02/09/22 | FeePay - Community Ed Fee                          | 1,300.00      |
| 02/14/22 | Cash Management Service Fee - MSDLAF               | 33.60         |
| 02/14/22 | Delta Dental – Dental Insurance                    | 22.00         |
| 02/14/22 | Delta Dental – Dental Insurance                    | 8,753.26      |
| 02/14/22 | Cash Management Service Fee - MSDLAF               | 33.60         |
| 02/15/22 | MN Public Employees Retirement Association         | 58,311.46     |
| 02/15/22 | MN Teachers Retirement Association                 | 199,183.85    |
| 02/15/22 | Chicago USA Tax Pmt – Federal Taxes                | 366,995.75    |
| 02/15/22 | District #877 Employees – Employee Payroll         | 1,122,367.15  |
| 02/16/22 | Educators Benefit Consultants – Deferred Annuities | 56,628.43     |
| 02/16/22 | MN Dept. of Revenue – State Taxes                  | 57,919.98     |
| 02/16/22 | Further – Flex/Health Insurance                    | 10,689.50     |
| 02/16/22 | MN Dept. of Revenue - Garnishments/Child Support   | 394.20        |
| 02/16/22 | District #877 Employees – Employee Reimbursement   | 2,694.16      |
| 02/18/22 | Chicago USA Tax Pmt – Federal Taxes                | 34.10         |
| 02/18/22 | Further – Flex/Health Insurance                    | 18,741.86     |
| 02/18/22 | District #877 Employees – Employee Payroll         | 205.79        |
| 02/22/22 | Alerus   | 546.00        |

|          |                                 |                         |
|----------|---------------------------------|-------------------------|
| 02/22/22 | Delta Dental – Dental Insurance | 11,392.32               |
| 02/22/22 | Xcel Energy – Utility           | 690.24                  |
| 02/22/22 | BCBS - Health Insurance         | 745,928.88              |
|          | Total                           | <u>\$ 21,060,852.75</u> |

D. Minutes - January 24, 2022 Regular Meeting

E. Donations/Grants totalling \$17,078.80

F. Out-of-State Trip - BHS Concert Band/Choir/Orchestra to Eau Claire, WI

G. Out-of-State Trip - BHS Boys Tennis to Eau Claire, WI

Lee/Sansevere to approve

Motion carried 7-0

## 5. ACTION ITEMS

A. Resolution Regarding Discontinuance of Contracts, Evan Ronken, Director of Human Resources

Resolved that the following substitute teachers, Title I teachers, acting incumbents, yearly and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District’s thanks for their services: Andrea Jonassan – FACS license, Jacob Wilts – license, Tammy Larson – license, Rachel Hartfiel – license, Joel Riopelle – license, Lisa Polzin – license, Heidi Lucas – license, Steve Hermanson – substitute, Nicole Dietman – substitute, Michaela Anderson – substitute, Allison Brown – substitute (2), Sarah Haas – substitute, Lynne Tolkinen – substitute, Vernetta Weese - substitute

Ogden/Lawrence

Motion carried 7-0

B. PPD Memo of Agreement, Scott Thielman, Superintendent

Members of Education MN – Buffalo voted in favor of the Memorandum of Agreement to continue the PPD Program for 2022-23.

Lee/Reineck to approve

Motion carried 7-0

## 6. REPORTS

A. Preliminary Capital Facilities and LTFM Requests for Fiscal Year 2022-23, John Heltunen, Director of Buildings and Grounds

Requests have been gathered at all sites and district-wide. Capital project at MESI is for an additional classroom and a Special Education suite of rooms. LTFM requests include PES and BCMS tuckpointing, ADA access at BCMS to tennis courts, classroom updates at PES and MESI and equipment to bring buildings up to code for required levels for EMS radio reception. All requests will be reviewed and a final list will be brought back for approval.

Discussion: hydronic heating system – some buildings still have steam heat and hydronic is using hot water. Would like to convert all buildings to hydronic.

B. American Indian Annual Compliance/Vote of Concurrence, Pam Miller, Director of

Teaching and Learning

Required with 10 or more American Indian students enrolled in the district.  
Committee met on January 20 and issued a vote of concurrence which will be submitted to MDE.

C. 2nd Semester Class Size Report, Anita Underberg, Admin. Asst. to Superintendent and Board of Educaiton

Class size information has been gathered from all school sites. There is a slight increase in class sizes due to a slight increase in enrollment since October 1<sup>st</sup>.  
Average class sizes are: 23.07 at elementary level, 25.92 at middle school level and 30.28 at high school level.

7. COMMITTEE REPORTS

AB - SWMISD

8. SUPERINTENDENT'S REPORT

- Sent message to staff and parents about information from CDC that wearing masks on school buses is no longer required.
- 9.23 billion surplus announced – school district funding goes through the legislative budget process during the legislative session

9. OTHER

Ogden/Sansevere to adjourn at 7:32 p.m.  
Motion carried 7-0

Respectfully submitted,

Bob Sansevere, Clerk  
ISD 877 Board of Education