

Minutes
Buffalo-Hanover-Montrose Schools
ISD #877 School Board

Monday, March 22, 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: Adam Bjorklund, Amanda Reineck, Ken Ogden, Sue Lee, Melissa Brings, Bob Sansevere, Amanda Lawrence

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment

C. Approval of Agenda

Lee/Sansevere to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report, Sydney Rhodes – RAVE week taking place and focusing on Mental Health and Wellbeing. Physical, emotional, social, spiritual, and intellectual focus for activities. Band concert taking place tonight. Will attend Eastern Region meeting in Monticello and state meeting will be in Sartell. Holding a food drive for the Buffalo Food Shelf.

B. Proud of

1. Jenny Boldt, 4th Grade Teacher at Hanover Elementary, whose work with the HES Forest has been highlighted in the MN DNR newsletter. Jenny has secured feeding stations, benches and tree identification tags. Students have recently tapped sugar maple trees for sap and are learning about syrup making.

C. Board Calendar Dates

1. Monday, April 12, 2021 Board Workshop 4:30 p.m. Board Room (Discovery Presentation)
2. Monday, April 26, 2021 Board Meeting 7:00 p.m. Board Meeting

4. CONSENT AGENDA

A. Personnel

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

1. Amy Huss, long-term substitute Math Teacher at Buffalo Community Middle School, effective on or about March 8, 2021 and ending May 28, 2021. This is a replacement for Angie Weber.
2. Megan Strong, long-term substitute Intervention Teacher at Parkside Elementary, effective March 8, 2021 and ending June 11, 2021. This is a replacement for Stephanie DeSmith.
3. Allison Brown, long-term substitute Special Education Teacher at Parkside Elementary, effective April 12, 2021 and ending June 11, 2021. This is a replacement for Amanda Schmidt.
4. Ashley Koopman, long-term substitute 1st Grade Teacher at Tatanka Elementary STEM School, effective March 22, 2021 and ending on or about May 20, 2021. This is a replacement for Anne McSorely.
5. Angela Friedrich, ESP at Parkside Elementary, effective March 9, 2021. This is a replacement for Ruth DeLacey.
6. Solveig Nelson, Social Emotional Behavioral ESP at Hanover Elementary, effective March 3, 2021. This is a replacement for Patti Curran.
7. Liam Dixon, Special Education ESP at PRIDE, effective March 1, 2021. This is a replacement for Erika VantHof.
8. Stephanie Brown, Special Education/Transportation ESP at Parkside Elementary, effective February 23, 2021. This is a replacement for Michelle Lynch.
9. Elise Brown, Special Education ESP at Montrose Elementary School of Innovation, effective March 10, 2021.
10. Jaime Hamlin, Nutrition Services Assistant at Buffalo High School, effective February 24, 2021. This is a replacement for Kaleena Rodriguez.
11. Maxell Hartman, 2nd Shift Custodian at Buffalo High School, effective March 8, 2021. This is a replacement for Steve Randall/Barb Vetsch.
12. Penny Parson, 3rd Shift Custodian at Buffalo High School, effective March 3, 2021. This is a replacement for Wyatt Borden.
13. Jeffrey Gilmer, Part-time Custodian at Buffalo Community Middle School, effective March 1, 2021. This is a replacement for Artavia Hernandez Dew.
14. Daniel Shipley, 2nd Shift Custodian at Buffalo High School, effective February 17, 2021. This is a replacement for Jamal Johnson.
15. Maxxe Jackson, Jr., 2nd Shift Custodian at Buffalo High School, effective March 16, 2021. This is a replacement for Nick Vieau.
16. Julia Carlson, KidKare Aide, effective February 25, 2021.
17. Cole Dostal, KidKare Aide, effective March 9, 2021.
18. Carter Stuart, KidKare Aide, effective March 16, 2021.

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

1. Krisdena Schroeder, Grades 1-2 Teacher at Discovery Elementary, retirement effective October 8, 2021.
2. Peter Kruize, Math Teacher at Buffalo Community Middle School, resignation effective June 11, 2021.

3. Malorie Davidson, Kindergarten Teacher at Parkside Elementary, resignation effective June 11, 2021.
4. Laura Ortega, Spanish Teacher at Buffalo High School, resignation effective June 11, 2021.
5. Scott Larsen, Special Education/Work Experience Teacher at Buffalo High School, resignation effective June 11, 2021.
6. Holly Kelly, ESP at Tatanka Elementary STEM School, retirement effective June 10, 2021.
7. Jessica McMullen, Special Education ESP at Tatanka Elementary STEM School, resignation effective April 1, 2021.
8. Brady Bauman, Special Education ESP at Buffalo Community Middle School, resignation effective March 5, 2021.
9. Maria Metz, AVID Tutor at Buffalo Community Middle School, resignation effective June 11, 2020.
10. Kaitlin Kramber, KidKare Supervisor, resignation effective March 3, 2021.
11. Anna Marie Kurvers, KidKare Assistant, resignation effective February 26, 2021.
12. Jensen Oseth, KidKare Assistant, resignation effective August 29, 2020.
13. Rebecca Braith, KidKare Supervisor, resignation effective March 1, 2021.
14. Amy Koepsell, KidKare Assistant, resignation effective March 19, 2021.
15. Mark Raygor, 2nd Shift Custodian at Buffalo High School, resignation effective March 26, 2021.
16. Mitch Hanson, Grounds Custodian, resignation effective April 7, 2021.

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

1. Jennifer Dismang, ECFE Teacher, increase from .413 to .439 FTE, effective August 31, 2020.
2. Emily Pearson, ECFE Teacher, increase from .677 to .751 FTE, effective August 31, 2020.
3. Annette Rabusch, ECFE Teacher, increase from .631 to .708 FTE, effective August 31, 2020.
4. Jennifer Robeck, ECFE Teacher, increase from .731 to .808 FTE, effective August 31, 2020.
5. Miranda Weber, ECFE Teacher, increase from .846 to .939 FTE, effective August 31, 2020.
6. Susan Cich, ECFE Classroom Assistant/Health Screener, increase from 4.52 to 5.5 hours/day, effective March 8, 2021.
7. Rebecca Commerford, ECFE Classroom Assistant, increase from 1.953 to 2.4 hours/day, effective March 8, 2021.
8. Stephanie Eggert, ECFE Classroom Assistant, increase from 3.84 to 4.25 hours/day, effective March 8, 2021.
9. Lucinda McCoy, ECFE Classroom Assistant, increase from 1.08 to 1.55 hours/day, effective March 8, 2021.
10. Mary Moe, ECFE Classroom Assistant, increase from 5.89 to 7.5 hours/day, effective March 8, 2021.
11. Charlotte Torgerson, ECFE Classroom Assistant, increase from 5.19 to 6.5 hours/day, effective March 8, 2021.

12. Carrie Wubbin, ECFE Classroom Assistant, increase from 3.16 to 4.2 hours/day, effective March 8, 2021.
13. Kim Young, long-term substitute Counseling Office Secretary, extension of assignment to end June 25, 2021.
14. Christie Mastey, Special Education ESP at Buffalo High School, decrease of 2.8 hours/week for Transportation, effective March 3, 2021.
15. Linda Kittock, Special Education Transportation ESP, decrease from 17.5 to 15.5 hours/week effective February 15, 2021.
16. Pauline Thaemert, Special Education Transportation ESP, increase from 17.25 to 27.5 hours/week, effective March 8, 2021.
17. James Ingram, transfer to temporary Night Lead Custodian at Buffalo High School, effective March 1, 2021 and ending March 12, 2021 and return to full-time Custodian at Buffalo High School, effective March 15, 2021. This is a temporary replacement for Rick Thompson.
18. Jim Hulett, transfer from 2nd Shift Custodian at Discovery Center to temporary Night Lead Custodian at Buffalo High School effective March 15, 2021 through June 15, 2021. This is a replacement for Rick Thompson.
19. Jessica Ahrendt, from part-time to temporary full-time Custodian at Discovery Center, effective March 15, 2021 through June 15, 2021.
20. Nicholas Vieau, transfer from 2nd Shift to Grounds Custodian at Buffalo High School, effective March 8, 2021. This is a replacement for Dylan Hanson.
21. Isabelle Schaufler, KidKare, from Aide to Assistant, effective February 22, 2021.
22. Ginger Elsenpeter, KidKare Lead Supervisor, increase from 37.5 to 40 hours/week, effective March 1, 2021.
23. Karen Moline, KidKare Supervisor, decrease from 40 to 25 hours/week, effective February 1, 2021.
24. Abigail Kunze, KidKare Assistant, decrease from 40 to 25 hours/week, effective February 1, 2021.
25. Kim Lauman, KidKare Supervisor, decrease from 9 to 6 hours/week, effective February 1, 2021.
26. Joselyn Peterson, KidKare Aide, decrease from 17.5 to 7.5 hours/week, effective March 1, 2021.
27. Lezlie Simonson, KidKare Supervisor, decrease from 11.25 to 9 hour/week, effective March 1, 2021.
28. Miah Simpson, KidKare Assistant, decrease from 30 to 25 hours/week, effective February 1, 2021.
29. Lori Steinhibel, KidKare Supervisor, decrease from 30 to 25 hours/week, effective January 19, 2021.
30. Lisa Stender, KidKare Supervisor, increase from 6.25 to 10 hours/week, effective March 1, 2021.
31. Riley Stuart, KidKare Aide, decrease from 12.5 to 10 hours/week, effective January 19, 2021.
32. Madison Teichert, KidKare Supervisor, decrease from 40 to 35 hours/week, effective February 1, 2021.

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

1. Sarah Magnuson, World Languages Teacher at Buffalo Community Middle School and Buffalo High School, request for leave of absence effective April 24, 2021 and ending June 11, 2021.
2. Krisdena Schroeder, Grades 1-2 Teacher at Discovery Elementary, request for leave of absence effective August 30, 2021 and ending October 8, 2021.
3. Madison Hageman, Social Worker at Northwinds Elementary, request for leave of absence effective August 30, 2021 and ending November 22, 2021.
4. Emily Burrell, Counseling Secretary at Buffalo High School, extension of leave of absence to end June 25, 2021.
5. Jaime Anderson, School Secretary at Montrose Elementary School of Innovation, request for leave of absence effective March 17, 2021 and ending April 26, 2021.
6. Jack Strong, Grounds Custodian at Buffalo High School, change in end date of leave of absence from April 19, 2021 to March 26, 2021.
7. Nicole Gmach, Social Studies Teacher at Buffalo High School, request for leave of absence effective April 12, 2021 and ending Jun 11, 2021.

B. Check Disbursements

Payroll checks # 900089979 through 900091655, and 205991 through 206004 amounting to \$2,209,480.74. P-card disbursement checks 80000001516 to 80000001542, totaling \$65,162.03. Bill-pay wires 800001003 through 8000001021. Employee reimbursement checks 9100003218 through 9100003248, and Accounts Payable checks 395837575 through 396091 for the period of February 01, 2021 – March 24, 2021 as follows:

01	GENERAL FUND	3,200,398.50
02	FOOD SERVICE	144,480.12
04	COMMUNITY SERVICE	152,502.01
05	CAPITAL OUTLAY	71,192.31
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	4,511.45
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	53,949.10
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>.00</u>
	TOTAL	\$3,627,033.49

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Feb.16 - Mar. 11) is as follows:

Date	Vendor & Purpose	Amount
02/16/21	MN Dept. of Revenue - Garnishments/Child Support	\$ 257.40

02/16/21	eBay Inc.	122.53
02/16/21	MN Dept. of Revenue – State Taxes	57,011.04
02/16/21	Delta Dental – Dental Insurance	10,253.10
02/16/21	MN Public Employees Retirement Association	59,670.18
02/16/21	MN Teachers Retirement Association	198,817.26
02/17/21	Educators Benefit Consultants – Deferred Annuities	25.00
02/17/21	Educators Benefit Consultants – Deferred Annuities	36.00
02/17/21	District #877 Employees – Employee Reimbursement	1,175.79
02/17/21	Educators Benefit Consultants – Deferred Annuities	53,848.66
02/17/21	Further – Flex/Health Insurance	7,211.91
02/18/21	Xcel Energy – Utility	612.88
02/18/21	Further – Flex/Health Insurance	7,677.25
02/22/21	Delta Dental – Dental Insurance	6,938.75
02/23/21	Delta Dental – Dental Insurance	2,428.90
02/23/21	Further – Flex/Health Insurance	5,133.36
02/24/21	Further – Flex/Health Insurance	4,442.54
02/26/21	District #877 Employees – Employee Payroll	1,110,049.22
02/26/21	Chicago USA Tax Pmt – Federal Taxes	371,951.97
02/26/21	MN Teachers Retirement Association	196,698.42
02/26/21	MN Public Employees Retirement Association	67,233.93
03/01/21	Educators Benefit Consultants – Deferred Annuities	54,599.88
03/01/21	MN Dept. of Revenue – State Taxes	58,634.10
03/01/21	Delta Dental – Dental Insurance	15,647.24
03/01/21	BCBS - Health Insurance	873,809.00
03/01/21	MN Dept. of Revenue - Garnishments/Child Support	257.40
03/02/21	Xcel Energy – Utility	49.38
03/03/21	Further – Flex/Health Insurance	16,039.38
03/03/21	District #877 Employees – Employee Reimbursement	773.52
03/05/21	BMO Corporate MasterCard – P-Card	125,892.21
03/08/21	Delta Dental – Dental Insurance	9,559.92
03/08/21	Vanco - Food Service Fee	356.61
03/09/21	FeePay - Community Ed Fee	3,143.85
03/09/21	FeePay - Community Ed Fee	1,300.00
03/10/21	Further – Flex/Health Insurance	4,030.38
	Total	<u>\$ 3,325,688.96</u>

D. Minutes - February 22, 2021 Regular Meeting

E. Donations/Grants Totaling \$10,501.45

Ogden/Sansevere to approve

Motion carried 7-0

5. ACTION ITEMS

A. Appointment of Director of Finance and Operations - Ryan Tangen

Evan Ronken, Director of Human Resources introduced Ryan Tangen -

Ryan Tangen is the current Business Manager at Detroit Lakes School District and has served as the County Auditor/Treasurer for Becker County. His goals are doing what's best for kids and servant leadership. Others commented he is an experienced leader who has worn many hats well. He is interested in growth and development for himself and colleagues, is respected by the community and able to explain school finance to the public.

Look forward to Ryan joining our district on July 1, 2021.

Lee/Ogden to approve

Motion carried 7-0

B. BHS Tennis Court Lease Sale, Gary Kawlewski, Director of Finance and Operations

With Jodi Zesbaugh from Ehlers – shared information regarding sale of lease levy purchase to finance the reconstruction of the BHS tennis courts. Received three bids with low bid from Northview Bank, Finlyason, MN with an interest rate of 1.85% (we estimated 3%). This lower rate will save approximately \$45, 000 over the 10-year term. Sale takes place this Thursday.

Sansevere/Ogden to approve

Discussion: Range of interest rates

Motion carried 7-0

C. Policy Review - Final Reading, Gary Kawlewski, Director of Finance and Operations

Minor language corrections since first reading.

1. #705 Investments and Cash Management

Lee/Sansevere to approve

Motion carried 7-0

2. #709 Student Transportation

Lee/Reineck to approve

Motion carried 7-0

3. #721 Uniform Grant Guidance - Federal Revenue

Lee/Ogden to approve

Motion carried 7-0

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

Resolved that the following substitute teachers and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts:

- Substitute contracts: Kevin Scott, Miguel Lima Castrillo, Michaela Anderson, Judy Emerick – substitute, Kristine Johnson, Courtney Hinz, Amanda Collins, Macy Wurm, Leah Dungan, Paul Nord
- Out-of-license contracts : Valerie Anderson, Erika Clifton, Kendra Durst, Andrea Jonasson (FACS), Heidi Lucas, Dawn Przekurat, Lisa Berg (SPED)

Lee/Ogden to approve

Motion carried 7-0

E. Bid Awards, John Heltenun, Director of Buildings and Grounds

1. Bid - Parkside Elementary Secure Entrance Project

Opened six bids on March 18, 2021. Low bidder was Alliance Building Corp from Sauk Rapids, MN for \$134,900. This makes improvements to the space in the Parkside main office.

Ogden/Bjorklund to award bid to Alliance Building Corp. for \$134,900.

Have not previously worked with this contractor but made reference calls.

Motion carried 7-0.

2. Bid - Discovery Elementary Parking Lot Rehabilitation Project

Opened six bids on March 18, 2021 for the restoration of the western side of the parking lot at Discovery. Low bidder was Molnau Trucking LLC for \$104,235.52.

Sansevere/Lawrence to award bid to Molnau Trucking LLC for \$104,235.52

Discussion - Most bids were under our projected amount. More projects are being bid in the our area and bids are coming in with good prices.

Motion carried 7-0

6. REPORTS - none

7. COMMITTEE REPORTS

- AL – Safe Communities, 877 Foundation
- KO – Interview committee for Dir. Of F&O
- SL – WTC
- MB – Safe Schools, SWMISD
- BS – NWSISD, BHS AP interviews
- AR – MSBA Legislative Committee, CEAC, SEE

8. SUPERINTENDENT'S REPORT – continue to move forward with COVID requirements

9. OTHER

Ogden/Sansevere to adjourn at 7:55 p.m.

Motion carried 7-0

Respectfully submitted,

Bob Sansevere, Clerk

ISD 877 Board of Education