

# Buffalo-Hanover-Montrose Schools School Board Meeting

Monday, April 24, 2023  
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: Amanda Lawrence, Bob Sansevere, Melissa Brings, Adam Bjorklund, Sheila Smude, Sue Lee  
Absent: None
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Approval of Agenda  
Sansevere/Hoffman to approve  
Motion carried 7-0
3. COMMUNICATIONS
  - A. Student Council Report  
Erica Kyllonen, Student Council Representative to the School Board  
Knowledge Bowl placed 3<sup>rd</sup> in the Nation. Boys volleyball is a new club sport that has started at BHS. Unified Week had 150 plungers and activities raised over \$13,000 for Special Olympics. Bison Field Event on the last Friday of school with many outdoor activities and a movie.
  - B. Proud Of
    1. BHS Knowledge Bowl Team - Amelia Butler, Matthew Scherber, Avery Thompson, Milo Zimmerman and Ryder Zvorak, who placed 2nd at the State Tournament.
    2. BCMS students: Miliya Chenvert, Brynn Hiivala, Sydney Hoffman, Elly Kohls, Juniper Lostetter and DeLana Taylor who participated in the Minnesota History Day State Competition. The duos of Brynn Hiivala and Delana Taylor and Miliya Chenvert and Sydney Hoffman earned Honorable Mention for their group exhibits.
  - C. Board Calendar Dates
    1. Monday, May 8, 2023 School Board Workshop 4:30 pm MESI
    2. Friday, May 12, 2023 School Board Retirement Luncheon Noon Board Room DC
    3. Monday, May 22, 2023 Board Retreat 3:00-6:00 pm Board Room DC
    4. Monday, May 22, 2023 Public Comment Session 6:30 pm Board Room DC
    5. Monday, May 22, 2023 School Board Meeting 7:00 pm Board Room DC

#### 4. CONSENT AGENDA

##### A. Personnel

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

1. Caleb Quernemoen, Special Education Teacher at Buffalo Community Middle School, effective August 21, 2023. This appointment is contingent upon receipt of appropriate licensure.
2. Ashley Buermann, Math Teacher at Buffalo Community Middle School, effective August 21, 2023. This is a replacement for Teresa Weise.
3. Nadine Broeffle Two-Rivers, Social Studies Teacher at Buffalo Community Middle School, effective August 21, 2023. This is a replacement for Natalie Polachek/Tyler Bruder and is contingent upon receipt of appropriate licensure.
4. Christine Steinbach, Business Education Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Nadine Broeffle Two-Rivers.
5. Judy Emerick, Special Education Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Leslie Anderson and is a re-hire. This appointment is contingent upon receipt of appropriate licensure.
6. Keith Enstad, Special Education Teacher at Buffalo High School, effective August 21, 2023.
7. Megan Fletcher, Social Worker at Buffalo High School, effective August 21, 2023. This is a transfer from current assignment as ESP at Northwinds Elementary.
8. Reese Wishart, Math Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Thomas Savoy and is contingent upon receipt of appropriate licensure.
9. Kelsey Leonard, Math Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Carlton Urdahl.
10. Lori Moen, Music Teacher at Northwinds Elementary, effective August 21, 2023. This is a replacement for Dana Fortier.
11. Catherine Funk, 5<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, effective August 21, 2023.
12. Jamie-Sue Peterson, Social Worker at Buffalo Community Middle School and Discovery Elementary, effective August 21, 2023.
13. Crystal Halverson, Music Teacher at Parkside Elementary, effective August 21, 2023. This is a replacement for Joanne Jarvis.
14. Kari DeClerk, Special Education Teacher at Parkside Elementary, effective August 21, 2023. This is replacement for Amanda Schmidt and is contingent upon receipt of appropriate licensure.
15. Holly Paczkowski, Special Education Teacher at Montrose Elementary School of Innovation, effective August 21, 2023.
16. Amy Ringquist, 4<sup>th</sup> Grade Teacher at Montrose Elementary School of Innovation, effective August 21, 2023.
17. Caitlin Hutchcraft, ESP at Buffalo High School, effective April 10, 2023. This is a replacement for James Lansing.

18. Jacob Braun, Special Education ESP at Buffalo High School, effective April 10, 2023. This is a replacement for Ryan Kluver.
19. Rebecca Horstmann, ECFE Assistant, effective March 28, 2023. This is a replacement for Kari Heine.
20. Dena Peavey, 2<sup>nd</sup> Shift Custodian at Discovery Elementary, effective March 28, 2023. This is a replacement for Tammy Voigt.
21. Marley Stuart, KidKare Assistant, effective April 17, 2023.

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

1. Laura Hauer, English Teacher at Buffalo High School, retirement effective June 9, 2023.
2. Sarah Krolak, ESP at Tatanka Elementary STEM School, retirement effective June 8, 2023.
3. Nancy Kolasa, ESP at Hanover Elementary, retirement effective June 8, 2023.
4. Marsha Wolff, ESP at Hanover Elementary, retirement effective June 8, 2023.
5. Lucinda McCoy, ECFE Classroom Assistant, retirement effective May 30, 2023.
6. Kristi Clouthier, Social Worker at Buffalo High School, resignation effective June 9, 2023.
7. Amanda Schmidt, Special Education Teacher at Parkside Elementary, resignation effective June 9, 2023.
8. Natasha Marsh, Special Education ESP at Tatanka Elementary STEM School, resignation effective March 24, 2023.
9. James Lansing, ESP at Buffalo High School, change of resignation date from March 30, 2023 to March 29, 2023.
10. Anya Hutchcraft, KidKare Assistant, resignation effective April 14, 2023.
11. Halle Willman, KidKare Assistant, resignation effective April 17, 2023.
12. Sharon Myers, part-time Custodian at Northwinds Elementary, resignation effective June 2, 2023.
13. John Heltunen, Director of Buildings and Grounds, resignation effective June 30, 2023.

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

1. Troy Holland, Physical Education Teacher at Buffalo High School, teach one additional section during Term 4, effective April 10, 2023 and ending June 9, 2023.
2. Aaron Johnson, Physical Education/Health Teacher at Buffalo High School, teach one additional section, effective April 21, 2023 and ending June 9, 2023.
3. Mary Celest Trosvig, FACS Teacher at Buffalo High School, teach one additional section effective April 20, 2023 and ending June 9, 2023.

4. Michael Knutson, Orchestra/Band Teacher at Buffalo High School, transfer to Band Teacher at Buffalo Community Middle School, effective August 28, 2023. This is a replacement for Terri Svec.
5. Kristine Wiese, Orchestra Teacher at Buffalo High School, increase from .688 to 1.0 FTE, effective August 28, 2023. This is a replacement for Michael Knutson.
6. Jessica Nickelsen, transfer from Spanish Teacher to AVID Coordinator and Library Learning Commons Advisor, effective August 28, 2023. This is a replacement for Melissa Bertsch and Erika Clifton.
7. Jennifer Lindstrom, transfer from 3<sup>rd</sup> Grade Teacher at Parkside Elementary to English Teacher at Buffalo Community Middle School, effective August 28, 2023. This is a replacement for Megan Martin.
8. Linda Robeck, transfer from Kindergarten Teacher at Parkside Elementary to 1<sup>st</sup> Grade Looping Teacher at Hanover Elementary, effective August 28, 2023.
9. Sheila Simonson, transfer from 3<sup>rd</sup> Grade to 5<sup>th</sup> Grade Teacher at Parkside Elementary, effective August 28, 2023.
10. Emily Nelson, transfer from 1<sup>st</sup> Grade to Kindergarten Teacher at Parkside Elementary, effective August 28, 2023.
11. Hayley Butler, transfer from 2<sup>nd</sup> Grade to 1<sup>st</sup> Grade Teacher at Parkside Elementary, effective August 28, 2023.
12. Carla Turner, transfer from 5<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School to 4<sup>th</sup> Grade Teacher at Hanover Elementary, effective August 28, 2023.
13. Elissa Anderson, transfer from 1<sup>st</sup> Grade Teacher at Tatanka Elementary STEM School to 3<sup>rd</sup> Grade Teacher at Hanover Elementary, effective August 28, 2023. This is a replacement for Cynthia Gilchrist.
14. Nicole Yost, Speech Language Pathologist, transfer from ECSE to Tatanka Elementary STEM School, effective August 28, 2023.
15. Nancy Anderson, Looping Teacher at Hanover Elementary, transfer from 1<sup>st</sup> Grade to 2<sup>nd</sup> Grade, effective August 28, 2023.
16. Cassandra Parish, Looping Teacher at Hanover Elementary, transfer from 1<sup>st</sup> Grade to 2<sup>nd</sup> Grade, effective August 28, 2023.
17. Rebecca Hanson, Looping Teacher at Hanover Elementary, transfer from 1<sup>st</sup> Grade to 2<sup>nd</sup> Grade, effective August 28, 2023.
18. Nicole Meints, Looping Teacher at Hanover Elementary, transfer from 2<sup>nd</sup> Grade to 1<sup>st</sup> Grade, effective August 28, 2023.
19. Andrea Carlson, Looping Teacher at Hanover Elementary, transfer from 2<sup>nd</sup> Grade to 1<sup>st</sup> Grade, effective August 28, 2023.
20. Kristen Rausch, transfer from full-time Art Teacher at Parkside Elementary to part-time (.794 FTE) Arts Integration Specialist at Hanover Elementary, effective August 28, 2023.
21. Breanna Adelman, Speech/Language Pathologist, transfer from Northwinds Elementary to ECSE, effective August 28, 2023. This is a replacement for Nicole Yost.

22. Teague Shaw, Speech/Language Pathologist, transfer from Northwinds and Montrose Elementary School of Innovation to Northwinds Elementary, effective August 21, 2023. This is a replacement for Breanna Adelman.
23. Courtney Hinz, transfer from 4<sup>th</sup> Grade Teacher to Special Education Teacher at Northwinds Elementary, effective August 28, 2023. This is a replacement for Kallie Statema and is contingent upon receipt of appropriate licensure.
24. Vicki Davidson, Activities Scheduling Secretary at Buffalo High School, increase from 200 to 205 days/year, effective July 1, 2023.
25. Tonya Russell, Special Education ESP at Tatanka Elementary STEM School, increase from 25 to 27.5 hours/day, effective March 1, 2023.
26. Taina Santiago, Special Education ESP at Buffalo High School, increase from 30 to 31.25 hours/week, effective April 17, 2023.
27. Jennifer Raisanen, Special Education ESP at Parkside Elementary, decrease from 32.5 to 15 hours/week, effective April 10, 2023.
28. Bette Koepsell, KidKare Supervisor, increase from 1.5 to 1.75 hours/day, effective March 30, 2023.
29. Lisa Stender, KidKare Supervisor, decrease from 2 to 1.5 hours/day, effective March 30, 2023.
30. Zoey Manthei, KidKare Assistant, decrease from 21.25 to 4 hours/week, effective February 8, 2023.
31. Emily Thurn, KidKare Assistant, increase from 12.5 to 20 hours/week, effective April 10, 2023.
32. Halle Willman, KidKare Assistant, decrease from 10 to 4.5 hours/week, effective March 30, 2023.
33. Samantha Whitworth, KidKare Assistant, decrease from 22.5 to 12.5 hours/week, effective March 30, 2023.
34. Madison, DeMarais, KidKare Supervisor, decrease from 7.5 to 5 hours/week, effective March 30, 2023.
35. Lacie Blackowiak, KidKare Assistant, decrease from 20 to 10 hours/week, effective March 20, 2023.

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

1. Kenneth Beise, Custodian at Northwinds Elementary, request for leave of absence, effective March 15, 2023 and ending April 21, 2023.
2. Sandra Meyer, Nutrition Services Assistant at Buffalo High School, request for leave of absence effective December 22, 2022 and ending April 9, 2023.
3. Kaitlin White, 1<sup>st</sup> Grade Teacher at Parkside Elementary, request for leave of absence effective August 28, 2023 and ending June 7, 2024.
4. Kendra Durgin, ESP at Northwinds Elementary, request for leave of absence effective March 13, 2023 and ending June 8, 2023.
5. Sarah Haas, 4<sup>th</sup> Grade Teacher at Parkside Elementary, date adjustment to effective April 10, 2023.
6. Kaia Grant, Secondary Curriculum Coordinator TOSA, date adjustment to effective March 27, 2023 and ending June 9, 2023.
7. Theresa Schultz, ESP at Montrose Elementary School of Innovation, date adjustment to ending April 7, 2023.

8. Ashley Lostetter, FACS Teacher at Buffalo High School, request for leave of absence effective April 17, 2023 and ending June 9, 2023.

CONTRACTS – Approve the 2022-2025 Master Agreement between Independent School District #877 and Education Minnesota – Buffalo, Educational Support Professionals, Local 7334, Affiliated with Education Minnesota, AFT, NEA, AFL-CIO.

B. Check Disbursements

Payroll checks # 9000130457 through 9000132229, and 206454 through 206475 amounting to \$2,564,754.29. P-card disbursement checks 8000002338 to 8000002368, totaling \$156,753.08. Bill-pay wires 810001538 through 8100001577. Employee reimbursement checks 9100004455 through 9100004516 and Accounts Payable checks 401890 through 402041 for the period of December 5, 2022 – April 19, 2023 as follows:

01	GENERAL FUND	3,491,331.79
02	FOOD SERVICE	173,850.12
04	COMMUNITY SERVICE	122,886.10
05	CAPITAL OUTLAY	78,683.07
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	2,438.67
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	48,415.94
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>210.00</u>
	TOTAL	\$3,917,815.69

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Mar. 17 - Apr. 13) is as follows:

Date	Vendor & Purpose	Amount
03/17/23	Further – Flex/Health Insurance	\$ 692.24
03/20/23	Alerus	530.00
03/20/23	Further – Flex/Health Insurance	2,365.15
03/21/23	MN Dept. of Revenue - Sales Tax	1,884.00
03/21/23	BCBS - Health Insurance	776,746.06
03/21/23	Delta Dental – Dental Insurance	9,810.40
03/21/23	Further – Flex/Health Insurance	4,212.97
03/21/23	Delta Dental – Dental Insurance	2,656.89
03/22/23	Further – Flex/Health Insurance	29.83
03/23/23	Further – Flex/Health Insurance	484.92
03/24/23	Xcel Energy – Utility	707.18
03/24/23	Further – Flex/Health Insurance	538.00

03/24/23	WEX – Flex/Health Insurance	2,252.50
03/27/23	Further – Flex/Health Insurance	87.10
03/27/23	Delta Dental – Dental Insurance	13,075.52
03/28/23	Further – Flex/Health Insurance	1,469.40
03/29/23	Further – Flex/Health Insurance	25.00
03/29/23	District #877 Employees – Employee Reimbursement	2,941.27
03/30/23	Further – Flex/Health Insurance	402.07
03/30/23	District #877 Employees – Employee Payroll	1,267,622.93
03/30/23	IRS USA Tax Pmt – Federal Taxes	404,003.94
03/30/23	MN Public Employees Retirement Association	73,261.71
03/30/23	MN Teachers Retirement Association	214,858.59
03/31/23	Further – Flex/Health Insurance	575.94
03/31/23	MN Dept. of Revenue – State Taxes	65,977.42
03/31/23	MN Dept. of Revenue - Garnishments/Child Support	426.50
03/31/23	Educators Benefit Consultants – Deferred Annuities	58,974.30
04/03/23	Delta Dental – Dental Insurance	9,661.52
04/03/23	Further – Flex/Health Insurance	9,986.01
04/04/23	Further – Flex/Health Insurance	3,555.81
04/04/23	Xcel Energy – Utility	72.48
04/05/23	BMO Corporate MasterCard – P-Card	156,753.08
04/06/23	Further – Flex/Health Insurance	143.56
04/07/23	Further – Flex/Health Insurance	846.07
04/10/23	Further – Flex/Health Insurance	1,155.31
04/10/23	FeePay - Community Ed Fee	6,984.49
04/11/23	Delta Dental – Dental Insurance	13,118.52
04/11/23	Further – Flex/Health Insurance	2,656.45
04/11/23	FeePay - Community Ed Fee	1,600.00
04/12/23	Further – Flex/Health Insurance	2,988.49
04/13/23	Further – Flex/Health Insurance	456.20
	Total	<u>\$ 3,116,589.82</u>

D. Minutes - March 27, 2023 Regular Meeting

E. Donations/Grants totalling \$32,490.43

Lee/Smude to approve

Motion carried 7-0

## 5. ACTION ITEMS

### A. Capital Facilities and Long-Term Facility Maintenance 2023-2024 Budgets

John Heltunen, Director of Buildings and Grounds

Total of \$8,940,930 of capital requests were identified across the district. This budget provides approval of \$1,315,807. LTFM requests of \$2,819,130 are budgeted for 23-24 and \$2,203,960 are budgeted for 24-25.

Sansevere/Bjorklund to approve

Motion carried 7-0

### B. Resolution - Fiscal Year 2025 Long-Term Facility Maintenance 10-Yr Plan

Ryan Tangen, Director of Finance and Operations and John Heltunen, Director of Buildings and Grounds

Annually required to develop a LTFM 10-year plan to apply for a tax levy.

SCHOOL BOARD RESOLUTION INDEPENDENT SCHOOL DISTRICT  
NO. 877 ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 25  
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2021, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. 877 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 25 on the

24<sup>th</sup> of April 2023.

Lawrence/Hoffman to approve

Motion carried 7-0

C. Nutrition Services Primary Vendor Contract Award, Kim Hinrichs, Director of Nutrition Services

Bid involves creating a market basket of 25 most ordered items. Difficult since some companies are not able to provide some items. Upper Lakes Foods is our current primary vendor and came in with the highest market place score. Contract term is from July 1, 2023 through June 30, 2024 with an option to extend the contract up to four times.

Lee/Smude to approve Upper Lakes Foods as our Primary Vendor

Motion carried 7-0

D. 2022-23 Final Revised Budget Adjustments, Ryan Tangen, Director of Finance and Operations

Budget was adjusted to reflect a decrease in enrollment to 5816 which has a direct effect on the general formula, LTFM revenue, Integration revenue and others. Final budget revenues has been increased by \$1,996,615 along with an increase in expenditures of \$1,678,725. Projected budget ending balance will be 14.39%. Food Service is down from original budget due to decreased pupil meals served. Community Education increased revenues by \$249,171. Building Fund 6 has been utilized with the tennis court revisions and will be closed. OPEB Trust revenues have been decreased by \$349,670 due to revised marked value changes. The ending fund balance is at \$39,637,710

Smude/Hoffman to approve

Discussion – does the district allow payment through a bank along with credit account payment – Yes. Using credit cards is a positive piece for us since many families like the option. Consider asking parents to pay credit card fees.

Motion carried 7-0

- E. K-5 Report Card Revisions, Pam Miller, Director of Teaching and Learning  
Includes revision to Grade 3 report card reflecting cursive instruction rather than handwriting. Grades 4-5 report cards are the same. An elementary group of teachers will be formed to create Report Card Guidance documents. Parent feedback will be gathered during the year.

Lee/Lawrence to approve

Motion carried 7-0

- F. Policy 704 - Inventory of Fixed Assets and a Fixed Asset Accounting System

Ryan Tangen, Director of Finance and Operations

Revisions is due to capitalization of leased assets and alignment with GASB Statement No. 87.

Bjorklund/Hoffman to approve

Motion carried 7-0

- G. Resolution Relating to the Termination and Nonrenewal of the Teaching Contract of Probationary Teachers, Evan Ronken, Director of Human Resources

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF KALLIE STATEMA A PROBATIONARY TEACHER: BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of KALLIE STATEMA, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2022-23 school year.

Sansevere/Lee to approve

Motion carried 7-0

- H. Out-of-State Trip - Boys Tennis to WI, Scott Thielman, Superintendent

Trip takes place April 28-29, 2023 to participate in tournaments in Eau Claire, WI.

Lawrence/Smude to approve

Motion carried 7-0

## 6. REPORTS

- A. Annual Radon Testing John Heltunen, Director of Buildings and Grounds

Testing is not mandated. We test on a 5-year cycle. MESI and PES were tested this year. Short term test is conducted first. A follow-up test was done in a classroom at PES and was found to be safe from Radon with no further action required to mitigate.

Discussion – surprised that this is not required. This will come in the future. Levels are lower during the day due to air exchange.

## 7. COMMITTEE REPORTS

SS – DCT&LC  
AB – SWMISD, Investment Committee  
BS – NWSISD  
AL – 877 Foundation, AMSD, SEE

Thank you to all board members who were able to help at the Pork Chop dinner and the ECFE Family Fair.

8. SUPERINTENDENT'S REPORT

Watching the education bills at the Legislature. Appreciative of the proposed increase in education spending. Some concern about proposed mandates.

9. ADJOURN

Sansevere/Smude to adjourn at 8:15 pm.  
Motion carried 7-0

Respectfully submitted,

Adam Bjorklund, Clerk  
ISD 877 Board of Education