

# Buffalo-Hanover-Montrose Schools School Board Meeting

Monday, April 25, 2022  
Regular Meeting  
Board Room  
214 - 1st Ave NE  
Buffalo, MN 55313  
7:00 PM

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## MINUTES

### 1. CALL TO ORDER at 7:00 p.m. by Chair Bob Sansevere AND ROLL CALL

Present: Amanda Reineck, Adam Bjorklund, Bob Sansevere, Ken Ogden, Amanda Lawrence

Absent: Melissa Brings, Sue Lee

### 2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment - none
- C. Approval of Agenda

Sansevere/Lawrence moved to amend the agenda to include:

5G. Resolution Discontinuing and Reducing Educational Programs and Positions  
Motion carried 5-0

Sansevere/Ogden moved to amend the agenda to include:

5H. Resolutions Proposing to Place Staff on Unrequested Leave of Absence  
Motion carried 5-0

### 3. COMMUNICATIONS

A. Student Council Report, Erica Kyllonen – holding elections for new officers, planning Bison Field events for end of the year celebration. Spring activities are suffering with weather. Prom is May 6th. Unified Week was very successful with many events and a Polar Plunge that raised \$7300 for Special Olympics.

#### B. Proud Of

- 1. BHS Knowledge Bowl Varsity 2 Team who won the State Championship - BHS Juniors Amelia Butler, Ryder Zvorak, Milo Zimmerman, Matthew Scherber and Avery Thompson.
- 2. BHS Drumline who won the State Championship.
- 3. BCMS 7th and 8th graders who were chosen to participate in the Allegro Honor Band: Lynne Franzen, Garrett Iverson, Cayden Kepke, Ireland Morris, Hunter Reinhart, Carter Robertson and Erik Salhus.
- 4. BCMS 6th Graders who were chosen to participate in the Central MN Band Directors Association Beginning Band Festival: Stellie Bloomquist, Alexis

Burgess and Meghan Reeves.

5. BCMS 6th Graders who qualified for the State Minnesota History Day Competition with their digital exhibit, "The Burr-Hamilton Duel: A Failure of Diplomacy": Violet Ditlevson, Sydney Hoffman and DeLana Taylor.
6. BCMS 8th Grader Princess Hart, who took 1st place in the Middle School Division of the Escape the Vape video contest sponsored by a collaboration between the MN Department of Health, Masonic Cancer Center, U Of MN, Tobacco-Free Alliance, CCF Advertising, Medtronic, MN Youth Council and Allina Health's Change to Chill.
7. Anna Reedy, BHS English Teacher and Student Council Advisor, who was named the Minnesota Association of Student Councils Advisor of the Year.

#### C. Board Calendar Dates

1. Thursday, May 5, 2022 Retirement Luncheon Noon, Board Room
2. Friday, May 6, 2022 Retirement Luncheon Noon, Board Room
3. Monday, May 9, 2022 Board Workshop 4:30 p.m HES
4. Monday, May 23, 2022 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. Patrick Milani, Math Teacher at Buffalo High School, effective August 22, 2022. This is a replacement for Marcia Bauman.
2. Erin Gaffaney, Vocal Music Teacher at Buffalo Community Middle School, effective August 22, 2022. This is a replacement for Jeana Menzemer.
3. Abbigale Brown, Math Teacher at Buffalo Community Middle School, effective August 22, 2022. This is a replacement for Kiz Gorham.
4. Joel Riopelle, Math Teacher at Buffalo High School, effective August 22, 2022. This is a re-hire and is contingent upon receipt of appropriate licensure.
5. Lisa Polzin, Special Education Teacher at Buffalo Community Middle School, effective August 29, 2022. This is a re-hire and is contingent upon receipt of appropriate licensure.
6. Mary Trosvig, FACS Teacher at Buffalo High School, effective August 22, 2022. This is a replacement for Andrea Jonasson and Megan Breyer.
7. Jacob Wilts, Ag Teacher at Buffalo High School, effective August 22, 2022. This is a rehire and is contingent upon receipt of appropriate licensure.
8. Tammy Larson, Special Education Teacher at Northwinds Elementary, effective August 22, 2022. This is a re-hire and is contingent upon receipt of appropriate licensure.
9. Kendra Hartigan, ECSE Teacher, effective August 22, 2022.
10. Allison Brown, long-term substitute 5<sup>th</sup> Grade Teacher at Northwinds Elementary, effective March 28, 2022 and ending May 13, 2022.
11. Michael Honsey, AVID Tutor at Buffalo Community Middle School, effective April 12, 2022.
12. Matthew Uhde, Custodian at Buffalo High School, effective April 11, 2022. This is a replacement for Dave Larson.

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

1. Jeana Menzemer, Vocal Music Teacher at Buffalo Community Middle School, retirement effective June 10, 2022.
2. Benjamin Presler, Science Teacher at Buffalo High School, resignation effective June 10, 2022.
3. Taylor Lundeen, Math Teacher at Buffalo Community Middle School, resignation effective June 10, 2022.
4. Jennifer Erickson, Occupational Therapist, resignation effective June 10, 2022.
5. Jessica Solberg, Special Education Teacher at Discovery Elementary, resignation effective June 10, 2022.
6. Theresa Spike, ESP at Buffalo Community Middle School, retirement effective June 9, 2022.
7. Susan Kohn, ESP at Tatanka Elementary STEM School, retirement effective June 9, 2022.
8. Sarah Swanson, Special Education ESP at Parkside Elementary, resignation effective April 29, 2022.
9. Courtney Johnston, SEBS ESP at Buffalo High School, resignation effective May 6, 2022.
10. Dakotah Cooper, Custodian at Buffalo High School, resignation effective April 7, 2022.
11. Arlene Nelson, Nutrition Services Assistant at Buffalo High School, retirement effective June 9, 2022.
12. Merissa Johnson, Nutrition Services Assistant at Buffalo Community Middle School, resignation effective April 28, 2022.
13. Rietta Kashiemer, Nutrition Services Aide at Montrose Elementary School of Innovation, resignation effective April 1, 2022.
14. Kali Olson, KidKare Supervisor, resignation effective April 6, 2022.
15. Jack Smith, KidKare Aide, resignation effective April 27, 2022.

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

1. Stacy Eggers, change in assignment from TOSA Secondary Curriculum Coordinator to Math Teacher at Buffalo Community Middle School, effective August 29, 2022.
2. Tessa Newby, Special Education Coordinator, increase from 216 to 260 days/year, effective July 1, 2022.
3. Mark Tuchscherer, Business Education/Work Experience Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
4. Craig Lachowitz, Social Studies Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
5. Mike Curry, Social Studies Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.

6. Brenda Diekman, Business Education Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
7. Rebecca Karna, Business Education Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
8. Michelle Norman, Special Education Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
9. Jennifer Johnson, Special Education Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
10. Carrie Schmitt, Special Education Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
11. Jacob Klingelhutz, Math Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
12. Andrea Jonasson, FACS/REACH Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
13. Megan Felder, Special Education Teacher at Buffalo High School, teach one additional section during Term 4, effective April 11, 2022 and ending June 10, 2022.
14. Jennifer Olson, Grade 3 Teacher at Montrose Elementary School of Innovation, transfer to part-time (.946 FTE) Media Technology Innovation Teacher, effective August 29, 2022.
15. Kristen Rausch, Art Teacher at Parkside Elementary, increase from .794 to 1.0 FTE, effective August 29, 2022.
16. Terri Lubben, Special Education Teacher, transfer from Tatanka Elementary STEM School to Discovery Elementary. This is a replacement for Heidi Lucas.
17. Laura Lundquist, School Psychologist, increase from .813 to 1.0, effective August 29, 2022.
18. Breanna Landrus, change in assignment from School Social Worker to Special Education TOSA, effective July 1, 2022.
19. Dustine Jerde, additional assignment as AVID Tutor for 2 hours/day, effective April 12, 2022.
20. Steven Randall, transfer from Night Lead Custodian at Buffalo High School to temporary Head Engineer at Discovery Elementary, effective April 18, 2022.
21. Kristine Wurtzberger, Scheduling Assistant at Buffalo High School, increase from 250 to 260 days/year, effective July 1, 2022.
22. Tiara Paulus, transfer from Special Education ESP at Montrose Elementary School of Innovation to ECFE Secretary, effective April 25, 2022.
23. Maximus Lefstad, KidKare Aide, increase from 2.75 to 4 hours/day, effective April 13, 2022.

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

1. Barb Vetsch, Custodian at Buffalo High School, request for leave of absence, effective June 15, 2022 and ending July 13, 2022.
2. Miranda Weber, ECFE Teacher, request for leave of absence effective on or about September 22, 2022 and ending on or about November 18, 2022
3. Amy Sparks, English Teacher/Learning Commons TOSA Advisory, request for leave of absence, effective August 29, 2022 and ending June 9, 2023.
4. Teresa Weise, Math Teacher at Buffalo Community Middle School, request for leave of absence, effective August 29, 2022 and ending June 9, 2023.
5. Stephanie Affeldt-Walterson, 5<sup>th</sup> Grade Teacher at Northwinds Elementary, request for leave of absence effective March 22, 2022 and ending May 13, 2022.
6. Jerica Bolt, ECFE Classroom Assistant, request for leave of absence effective September 29, 2022 and ending November 10, 2022.
7. Tess Evens, Special Education Teacher at Buffalo High School, revise leave of absence effective date from April 3, 2022 to March 16, 2022.
8. Sandra Erickson, ECFE Classroom Assistant, revise leave of absence end date from May 3, 2022 to May 15, 2022.
9. Laura Lindquist, Communications Coordinator, revise leave of absence end date from March 31, 2022 to May 31, 2022.
10. Dale Stern, Custodian at Buffalo High School, revise leave of absence end date from January 4, 2021 to March 3, 2022, then part-time leave of absence effective March 3, 2022 and ending May 2, 2022.

B. Check Disbursements

Payroll checks # 9000110215 through 9000112029, and 206271 through 206289 amounting to \$2,426,197.53. P-card disbursement checks 800001926 to 800001958, totaling \$179,948.69. Bill-pay wires 810001260 through 8100001285. Employee reimbursement checks 9100003786 through 9100003849, and Accounts Payable checks 398980 through 399182 for the period of December 6, 2021 – April 21, 2022 as follows:

01	GENERAL FUND	4,229,544.82
02	FOOD SERVICE	204,482.61
04	COMMUNITY SERVICE	173,468.10
05	CAPITAL OUTLAY	264,365.73
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	22,887.19
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	101,066.83
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>1,490.00</u>
	TOTAL	\$4,997,305.28

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories  
(for the period of Mar. 21 - Apr. 19) is as follows:

<b>Date</b>	<b>Vendor &amp; Purpose</b>	<b>Amount</b>
03/21/22	Alerus	\$ 592.00
03/22/22	MN Dept. of Revenue - Sales Tax	1,420.00
03/22/22	BCBS - Health Insurance	745,238.57
03/22/22	Delta Dental – Dental Insurance	2,515.16
03/22/22	Delta Dental – Dental Insurance	12,126.25
03/23/22	Xcel Energy – Utility	726.78
03/23/22	Further – Flex/Health Insurance	5,248.11
03/28/22	Delta Dental – Dental Insurance	7,267.72
03/30/22	District #877 Employees – Employee Payroll	1,232,904.26
03/30/22	District #877 Employees – Employee Reimbursement	1,844.19
03/30/22	IRS USA Tax Pmt – Federal Taxes	397,510.99
03/30/22	MN Public Employees Retirement Association	7,262.25
03/30/22	Further – Flex/Health Insurance	7,269.36
03/30/22	MN Public Employees Retirement Association	71,842.18
03/30/22	MN Teachers Retirement Association	198,500.71
03/31/22	MN Dept. of Revenue - Garnishments/Child Support	563.69
03/31/22	MN Dept. of Revenue – State Taxes	62,651.94
03/31/22	Xcel Energy – Utility	66.98
03/31/22	Educators Benefit Consultants – Deferred Annuities	57,828.95
03/31/22	MN Dept. of Revenue - Garnishments/Child Support	257.40
04/01/22	Further – Flex/Health Insurance	10,501.22
04/01/22	ACH Fee - MSDLAF	57.64
04/04/22	Delta Dental – Dental Insurance	11,239.06
04/05/22	BMO Corporate MasterCard – P-Card	179,948.69
04/06/22	Further – Flex/Health Insurance	1,903.07
04/08/22	FeePay - Community Ed Fee	6,042.57
04/11/22	Delta Dental – Dental Insurance	140.00
04/11/22	Delta Dental – Dental Insurance	5,659.10
04/11/22	FeePay - Community Ed Fee	1,600.00
04/13/22	Further – Flex/Health Insurance	2,818.23
04/13/22	Xcel Energy – Utility	333.72
04/14/22	Cash Management Service Fee - MSDLAF	34.16
04/15/22	MN Teachers Retirement Association	198,786.94
04/15/22	IRS USA Tax Pmt – Federal Taxes	385,506.54
04/15/22	MN Public Employees Retirement Association	70,526.35
04/18/22	MN Dept. of Revenue - Garnishments/Child Support	257.40
04/18/22	MN Dept. of Revenue - Garnishments/Child Support	563.69
04/18/22	MN Dept. of Revenue – State Taxes	61,249.90
04/18/22	District #877 Employees – Employee Payroll	1,185,443.37
04/19/22	Delta Dental – Dental Insurance	9,730.24
04/19/22	Educators Benefit Consultants – Deferred Annuities	57,575.86
	<b>Total</b>	<u>\$ 5,003,555.24</u>

D. Minutes - March 28, 2022 Regular Meeting  
E. Donations/Grants totalling \$26,865.15  
Bjorklund/Ogden to approve  
Motion carried 5-0

5. ACTION ITEMS

A. Capital Facilities and Long-Term Facility Maintenance 2022-23 Budgets

John Heltunen, Director of Buildings and Grounds

LTFM is repair and replacement of existing structures and mechanical units. Capital is used for new projects and remodeling. Highlights include special education classrooms at MESI, retrofitting to LED at PES, ADA access to tennis courts at BCMS, upgrading 3 classrooms at PES, Intercom system at TESS, HVAC controls at DES. LTFM expenditures total \$2,226,290. Capital Facilities expenditures total \$1,308,133.

Ogden/Reineck to approve

Motion carried 5-0

B. 2021-22 Budget Adjustments

Ryan Tangen, Director of Finance and Operations

Enrollment is main factor in budget process. Decrease of 112 Adjusted Pupil Units since last fall which affects many funding areas. The state aid adjustment due to a formula increase provided an additional \$517,567. Revised entitlements and Federal Pandemic Relief funds provided an additional \$991,755. Expenditures are currently \$276,288 less than budgeted which includes a significant decrease in employee benefits costs.

Food Service Fund has high participation due to free meals continued through Federal Sources. Open positions affects the expenditures. Food costs are coming in higher due to product scarcity and increased costs.

Community Ed Programs and KidKare are coming back and revenues have increased by \$412,242.

OPEB Trust revenues will decrease by \$1,535,000 due to market value changes and employee contributions.

Ending fund balance will increase from \$39,177,743 to \$39,411,010.

Lawrence/Bjorklund to approve

Discussion: Federal funds will run out at some point.

Motion carried 5-0

C. Recommendation for Percentage of Funding for Severance

Ryan Tangen, Director of Finance and Operations

Fund balance committed severance is arrived at using a percentage of the next five years projected retiree claims net paid premiums and health care savings plan contributions. The percentage has fluctuated between 60% and 65%.

Recommendation is to increase the percentage to 65% and include a parameter that the year-end commitment will be the greater of the current year calculation or prior year committed balance.

Bjorklund/Ogden to approve  
Motion carried 5-0

- D. Probationary Licensed Staff - Termination and Nonrenewal of Teaching Contract  
Evan Ronken, Director of Human Resources  
Resolution relating to the termination and nonrenewal of the teaching contract of  
Laura Ortega, a probationary teacher.

Ogden/Lawrence to approve  
Motion carried 5-0

Resolution relating to the termination and nonrenewal of the teaching contract of  
Mary Theresa Schmitz, a probationary teacher.  
Lawrence/Reineck  
Motion carried 5-0

- E. Resolution - Discontinuance of Contract, Evan Ronken, Director of Human  
Resources  
Resolved that the following substitute teacher contracts be discontinued pursuant to  
the provisions of their individual contracts: Sarah Haas and Dave Casey (substitutes)  
Reineck/Ogden to approve  
Motion carried 5-0

- F. Revised 2022 Board of Education Committee Assignments, Supt. Scott Thielman  
A change in the board representative assignment for Safe Communities of Wright  
County to Amanda Lawrence and Melissa Brings as Alternate.  
Bjorklund/Reineck to approve  
Motion carried 5-0

- G. Resolution Discontinuing and Reducing Educational Programs and Positions  
Evan Ronken, Director of Human Resources  
Reductions are based on enrollment and number of sections needed.

BE IT RESOLVED by the School Board of Independent School District No. 877, that  
the following programs and positions be discontinued or reduced as set forth below:

1. Reduction of Media Specialist position at Hanover Elementary – .794 FTE to  
.646 FTE
2. Reduction of Social Studies teacher position at Buffalo Community Middle  
School – 1.0 FTE to .626 FTE
3. Elimination of Computer Technology teacher position at Buffalo Community  
Middle School – .626 FTE

Ogden/Reineck to approve  
Motion carried 5-0



H. Resolutions Proposing to Place Staff on Unrequested Leave of Absence  
Evan Ronken, Director of Human Resources

Resolution proposing to place Kari-Skeen Lenzmeier on unrequested leave of absence for .148 FTE of her position as Media Specialist effective June 30, 2022  
Lawrence/Bjorklund to approve  
Motion carried 5-0

Resolution proposing to place Emily Schoephoerster on unrequested leave of absence for .374 FTE of her position as a Social Studies Teacher effective June 30, 2022  
Lawrence/Bjorklund to approve  
Motion carried 5-0

Resolution proposing to place Jolene Sorenson on unrequested leave of absence as a Computer Technology Teacher effective June 30, 2022.  
Lawrence/Reineck to approve  
Motion carried 5-0

6. REPORTS

A. Annual Radon Report, John Heltunen, Director of Buildings and Grounds  
Annual testing takes place throughout the district. Testing is not mandated by the state. Hanover Elementary was tested. Radon has been found in the past and mitigated. Test results show that the building does not have Radon levels that would require additional mitigation action on the part of the District. Testing of all sites takes place every five years.

B. Early Release Days, Pam Miller, Director of Teaching and Learning and Scott Thielman, Superintendent  
Professional Development has been difficult to provide over the past years due to lack of substitute teachers. A remedy is to offer these opportunities during the student day, thus eliminating the need for substitutes. Proposal is to release students 2 hours early on the first Friday of the month when school is in session except in September and June. Early release days were part of the calendar from 1986 to 2005. KidKare will be open to provide childcare during this time.

7. COMMITTEE REPORTS

AB – SWMISD

AL – 877 Foundation

AR - SEE

8. SUPERINTENDENT'S REPORT

Continued lack of support for special education funding at the Legislative level.

9. OTHER

Ogden/Bjorklund moved to adjourn at 8:07 p.m.

Respectfully submitted,

Bob Sansevere, Clerk  
ISD 877 Board of Education