

Buffalo-Hanover-Montrose Schools
Monday, May 22, 2023
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM
Public Comment Session
6:30 PM

MINUTES

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

Present: Matt Hoffman, 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/Lee to approve with correction of commencement time to 7:00 pm
Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report – Erica Kyllonen, Student Council Representative to the School Board – End of year events taking place including spring sports and award ceremonies. Graduates are going to walk the halls of their former elementary schools. Cambelle Feldmen will serve as representative to the school board for 2023-24. Thanked the board for opportunity to serve as student council representative to the school board.

B. Proud Of

- 1. BHS Hall of Fame recipients - Seniors Matthew Scherber and Danielle Rodenwald
- 2. BHS Students of Excellence - Seniors Brady Anderson, Cooper Polzin, Danielle Rodenwald and Ryder Zvorak
- 3. BHS ExCel Award - Juniors Kaylee Dehmer and Ayden Gawtry
- 4. MBDA Grades 9-10 State Honor Band participants - Maggie Bertsch, Anna Wuollet and Kiera McGorry
- 5. BHS FFA State Participants
 - Ag Issues: Croix Wirkus, Claire Volden, Shane Sansevere, Callie Quigg, Samantha Thomson, Miles Holtz, Cambelle Feldmen. 3rd place Team
 - Ag Sales: Levi Holtz, Avery Larson, Lily Cooper, Ryan Mayville. 3rd place

- Team and Ryan Mayville placed 3rd individually.
- Choir and Band: Croix Wirkus and Levi Holtz
- Creed Speaking: Kayla Heinz
- Dairy Cattle Evaluation: Payton Heinz, Adeline Lundahl, Emmit Baker and Sam Bechtold
- Employment Skills: Faren Bebau - 9th place Team.
- Horse Evaluation: Caroline Bobick, Shane Sansevere, Kolby Spike and Savannah Laumen - 5th place Team and Caroline Bobick placed 8th individually.
- Livestock Evaluation: Faren Bebeau, Bennet Weese, Bryce Weese and Andrew Schmidt
- Market Plan: Libbee Mattson, Melia Fischer and Lizi Vance - 2nd place Team
- Milk Quality: Leah Halderson, Kayla Heinz, Brady Heinz, Justin Jendro
- Poultry: Vivian Grambart, Samantha Thomson, Lauren Knudson, William Gustafson
- Prepared Public Speaking: Miriana Eiden - 1st place at State and qualified for the National Convention
- Small Animals: Emily Larson, Sophie Begin-Lopez, Alexis Decker, Jacey Thompson
- 6. BHM Quest Students who participated in the SCSU Math Contest - Henry Umhoefer (7th grade) and MacKenzie Koren (10th grade) placed in the top 10% and Bridgette Sturgeon (8th grade) placed in the top 5%. BCMS 7th grade students placed 5th overall and BCMS 8th grade students placed 9th overall.
- 7. Erica Kyllonen, BHS Student Council Representative to the Buffalo-Hanover-Montrose School Board

C. Board Calendar Dates

1. Tuesday, June 6, 2023 PRIDE Diploma Ceremony 1:00 pm DES AUD
2. Friday, June 9, 2023 Commencement 7:00 pm BHS Bison Field West
3. Monday, June 12, 2023 Board Workshop 4:30 pm DC Board Room
4. Monday, June 26, 2023 Public Comment Session 6:30 pm DC Board Room
5. Monday, June 26, 2023 School Board Meeting 7:00 pm DC 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. Timothy Helppi, District Buildings and Grounds Director, effective June 19, 2023. This is a replacement for John Heltunen.
2. Gary Gohmann, 5th Grade Teacher at Tatanka Elementary STEM School, effective August 21, 2023. This is a replacement for Carla Turner.
3. Rebecca Tripp, School Social Worker at Tatanka Elementary STEM School, effective August 21, 2023. This is a replacement for Erin Dickie.
4. Kylee Zumach, part-time (.532 FTE) Physical Education/Health Teacher at Buffalo High School, effective August 21, 2023 and is contingent upon receipt of appropriate licensure. This is a replacement for Alicia Malewicki.

5. Austin Willey, English Teacher at Buffalo High School, effective August 21, 2023 and is contingent upon receipt of appropriate licensure. This is a replacement for Laura Hauer.
6. Heather Aulwes, Kindergarten Teacher at Parkside Elementary, effective August 21, 2023. This is a replacement for Linda Robeck.
7. Joanne Tinder, 3rd Grade Teacher at Parkside Elementary, effective August 21, 2023. This is a replacement for Jennifer Lindstrom.
8. Anastasia Melgard, 1st Grade Teacher at Tatanka Elementary STEM School, effective August 21, 2023. This is a replacement for Noelle Neubauer.
9. Carrie Quamen, part-time (.626 FTE) Speech/Language Pathologist at Montrose Elementary School of Innovation, effective August 21, 2023. This is a replacement for Teague Shaw.
10. Allison Brown, Special Education Teacher at Tatanka Elementary STEM School, effective August 28, 2023. This is a re-hire and is contingent upon receipt of appropriate licensure.
11. Hannah Litterer, 1st Grade Teacher at Tatanka Elementary STEM School, effective August 21, 2023. This is a replacement for Elissa Anderson.
12. Alesha Allevan, 5th Grade Teacher at Montrose Elementary School of Innovation, effective August 21, 2023. This is a replacement for Cameron Brunsvold.
13. Jackson Litterer, Special Education Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Kylee Zumach.
14. Haley Chace, Spanish Teacher at Buffalo High School, effective August 21, 2023.
15. Hannah Stokke, Special Education Teacher at Parkside Elementary, effective August 21, 2023. This is a replacement for Cecelia VanDorp.
16. Katherine Beaudry, part-time (.857 FTE) Art Teacher at Buffalo High School and Tatanka Elementary STEM School, effective August 21, 2023.
17. Kathryn Hyams, Special Education Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Madison Loomis.
18. Jennifer DesMarais-Holland, part-time (.794 FTE) Arts Specialist at Parkside Elementary, effective August 21, 2023. This is a replacement for Kristen Rausch and the appointment is contingent upon receipt of appropriate licensure.
19. Barbara Eckberg, ECSE Teacher, effective August 21, 2023.
20. Ethan Preisler, Dean of Students, effective July 1, 2023. This is a new position.
21. Jacob Hockinson, Dean of Students, effective July 1, 2023. This is a new position.
22. Elizabeth Alviani, long-term substitute 2nd Grade Teacher at Parkside Elementary, effective August 21, 2023 and ending June 7, 2024. This is a replacement for Kaitlin White.
23. Gregory Amundson, long-term substitute Special Education Teacher at Buffalo High School, effective August 21, 2023 and ending June 7, 2024 and is contingent upon receipt of appropriate licensure. This is a replacement for Samantha Dahl.

24. Eric Pahl, Special Education ESP at Tatanka Elementary STEM School, effective May 8, 2023. This is a replacement for Natasha Marsh.

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

1. Nina Petersen, ESP at Parkside Elementary, retirement effective June 8, 2023.
2. Mary Piekarski, ESP at Buffalo Community Middle School, retirement effective June 8, 2023.
3. Nicholas Besemer, Math Teacher at Buffalo High School/Phoenix Learning Center, resignation effective June 9, 2023.
4. Zachariah Carlson, Vocal Music Teacher at Buffalo High School, resignation effective June 9, 2023.
5. Cameron Brunsvold, 5th Grade Teacher at Montrose Elementary School of Innovation, resignation effective June 9, 2023.
6. Randall Stoick, part-time Math Teacher at Buffalo High School, resignation effective February 28, 2023.
7. Jocelyn Woytke, English Teacher at Buffalo High School, resignation effective June 9, 2023.
8. Jeffrey Edwards, Custodian at Northwinds Elementary, resignation effective June 8, 2023.
9. Cheryl Laney, ECFE Assistant, resignation effective June 9, 2023.
10. Jeannette Tregaskis, Special Education Teacher at Parkside Elementary, resignation effective June 9, 2023.
11. Michael Quady, Elementary Specialist at Parkside Elementary, resignation effective June 9, 2023.
12. Elaine Ha, Special Education ESP at Tatanka Elementary STEM School, termination effective May 12, 2023.
13. Sarah Krolak, ESP at Tatanka Elementary STEM School, retirement date adjustment to June 9, 2023.
14. Barbara Eckberg, ECFE Coordinator, resignation effective August 15, 2023.
15. Nicole Carroll, ECFE Assistant, resignation effective May 25, 2023.
16. Brooklyn DuBois, KidKare Assistant, resignation effective May 11, 2023.
17. Karli Levchak, KidKare Supervisor, resignation effective June 8, 2023.
18. Isiah DuBois, KidKare Supervisor, resignation effective June 8, 2023.
19. Victoria Swanson, KidKare Supervisor, resignation effective June 9, 2023.
20. Bette Koepsell, KidKare Supervisor, resignation effective June 9, 2023.
21. Chloe Reineccius, KidKare Supervisor, resignation effective June 9, 2023.
22. Lacie Blackowiak, KidKare Assistant, resignation effective May 19, 2023.

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

1. Megan Felder, transfer from Special Service Site Coordinator to Dean of Students, effective July 1, 2023. This is a new position.

2. Hannah Braasch, Music/Performing Arts Teacher at Montrose Elementary School of Innovation, increase from .946 to 1.0 FTE, effective August 28, 2023.
3. Jennifer Olson, Innovation Specialist at Montrose Elementary School of Innovation, increase from .946 to 1.0 FTE, effective August 28, 2023.
4. Kara Radke, transfer from Learning Recovery Teacher to Special Education Teacher, at Buffalo High School, effective August 28, 2023. This is a replacement for Judith Emerick.
5. Maran Marsh, School Nurse, increase from .5 to .532 FTE, effective August 28, 2023.
6. Sadie Snodgrass, Student Achievement Advisor-TOSA at Tatanka Elementary STEM School, increase from .317 to .532 FTE, effective August 28, 2023.
7. Courtney Gusel, transfer from ECSE Teacher to Special Services Site Coordinator – TOSA, effective July 1, 2023. This is a replacement for Megan Felder.
8. Missy Thompson, transfer from Greeter to Activities Secretary at Buffalo High School, effective July 10, 2023. This is a replacement for Barb McIntosh.
9. Christina Bruce, Nutrition Services Lead at Buffalo High School, increase from 37.5 to 38.5 hours/week, effective May 2, 2023.
10. Dave Schrupp, transfer from 1st Shift Custodian at Buffalo Community Middle School to 2nd Shift Custodian at Northwinds Elementary, effective June 12, 2023. This is a replacement for Jeff Edwards.
11. James Hulett, transfer from Head Engineer at Discovery Center to 1st Shift Custodian at Buffalo Community Middle School, effective June 12, 2023.
12. Josh Erickson, return from Temporary Head Engineer to 2nd Shift Lead Custodian at Buffalo Community Middle School, effective May 1, 2023.
13. Cheryl Laney, KidKare Supervisor, increase from 32.5 to 40 hours/week, effective June 12, 2023.
14. Karen Moline, KidKare Supervisor, decrease from 32 to 27.5 hours/week, effective June 12, 2023.

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

1. Kent Melenich, Head Engineer at Buffalo Community Middle School, date adjustment to leave of absence to end April 28, 2023.
2. Jessica Bajorito Alarcon, ESP at Buffalo Community Middle School, date adjustment to leave of absence to effective April 26, 2023 and ending June 5, 2023.
3. Andrea Carlson, 1st/2nd Grade Looping Teacher at Hanover Elementary, date adjustment to leave of absence to end May 12, 2023.

B. Check Disbursements

Payroll checks # 9000132230 through 9000134009, and 206476 through 206483 amounting to \$2,432,269.30. P-card disbursement checks 8000002369 to 8000002405, totaling \$177,853.00. Bill-pay wires 810001578 through 8100001601.

Employee reimbursement checks 9100004517 through 9100004528 and Accounts Payable checks 402042 through 402307 for the period of April 3, 2022 – May 17, 2023 as follows:

01	GENERAL FUND	2,921,298.29
02	FOOD SERVICE	223,449.51
04	COMMUNITY SERVICE	87,390.87
05	CAPITAL OUTLAY	252,330.92
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	10,439.77
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	10,188.83
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>784.29</u>
	TOTAL	\$3,505,882.48

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Apr. 14 - May 14) is as follows:

Date	Vendor & Purpose	Amount
04/14/23	IRS USA Tax Pmt – Federal Taxes	\$ 409,964.03
04/14/23	MN Teachers Retirement Association	217,778.58
04/14/23	District #877 Employees – Employee Payroll	1,284,893.12
04/14/23	Cash Management Service Fee - MSDLAF	34.84
04/14/23	WEX – Flex/Health Insurance	439.75
04/17/23	MN Public Employees Retirement Association	72,419.35
04/17/23	MN Public Employees Retirement Association	221.16
04/17/23	Educators Benefit Consultants – Deferred Annuities	57,801.63
04/17/23	Educators Benefit Consultants – Deferred Annuities	20.00
04/17/23	MN Dept. of Revenue - Garnishments/Child Support	426.50
04/17/23	MN Dept. of Revenue – State Taxes	67,000.00
04/17/23	WEX – Flex/Health Insurance	361.23
04/17/23	Delta Dental – Dental Insurance	12,077.42
04/18/23	WEX – Flex/Health Insurance	1,482.10
04/19/23	District #877 Employees - Employee Reimb.	3,458.66
04/19/23	WEX – Flex/Health Insurance	9,534.12
04/20/23	Alerus - COBRA Fee	568.00
04/20/23	WEX – Flex/Health Insurance	(5.02)
04/21/23	WEX – Flex/Health Insurance	613.10
04/21/23	BCBS - Health Insurance	785,768.26
04/21/23	Delta Dental – Dental Insurance	2,671.20
04/21/23	MN Dept. of Revenue - Sales Tax	1,610.00
04/24/23	WEX – Flex/Health Insurance	251.25
04/24/23	Delta Dental – Dental Insurance	12,539.44
04/24/23	Xcel Energy – Utility	726.23
04/25/23	WEX – Flex/Health Insurance	4,061.55
04/25/23	WEX – Payment	2,256.25
04/26/23	WEX – Flex/Health Insurance	95.00
04/28/23	IRS USA Tax Pmt – Federal Taxes	369,532.00
04/28/23	MN Teachers Retirement Association	207,529.41
04/28/23	MN Public Employees Retirement Association	55,252.45
04/28/23	District #877 Employees – Employee Payroll	1,135,996.98

05/01/23	WEX – Flex/Health Insurance	8,981.83
05/01/23	Delta Dental – Dental Insurance	10,509.62
05/01/23	Educators Benefit Consultants – Deferred Annuities	58,459.44
05/01/23	MN Dept. of Revenue - Garnishments/Child Support	230.50
05/01/23	MN Dept. of Revenue – State Taxes	60,456.61
05/02/23	WEX – Flex/Health Insurance	2,582.32
05/02/23	Xcel Energy – Utility	72.94
05/02/23	Group Fee - MSDLAF	3,270.07
05/03/23	WEX – Flex/Health Insurance	75.94
05/03/23	District #877 Employees - Employee Reimb.	3,703.00
05/04/23	WEX – Flex/Health Insurance	73.09
05/05/23	WEX – Flex/Health Insurance	52.48
05/05/23	BMO Corporate MasterCard – P-Card	177,853.00
05/08/23	WEX – Flex/Health Insurance	240.58
05/08/23	Delta Dental – Dental Insurance	10,943.86
05/09/23	WEX – Flex/Health Insurance	22.80
05/09/23	FeePay - Community Ed Fee	5,108.08
05/10/23	FeePay - Community Ed Fee	1,450.00
05/11/23	WEX – Flex/Health Insurance	48.63
05/12/23	Cash Management Service Fee - MSDLAF	34.22
	Total	\$ 5,061,547.60

D. Minutes - April 24, 2023 Regular Meeting

E. Donations/Grants totalling \$3042.15

Smude/Hoffman to approve
Motion carried 7-0

Ryan Tangen, Director of Finance and Operations, introduced Tim Helppi who will serve as the Director of Buildings and Grounds effective June 19, 2023, replacing John Heltunen. Tim prioritizes student and staff safety and is a great listener.

5. ACTION ITEMS

A. Resolution - SWMISD LTFM, Ryan Tangen, Director of Finance and Operations

This is an annual resolution collecting \$17,023.95 from our district which is an increase of \$3508.83 from last year and represents a tax impact of 58 cents on a \$200,000 home in our district.

Bjorklund moved approval of the Resolution approving SW Metro Intermediate School District No 288’s Long-Term Facility Maintenance Program budget and authorizing the inclusion of a proportionate share of those projects in the district’s application for long-term facility maintenance revenue

Second by Hoffman
Motion carried 7-0

B. Resolution - WTC LTFM, Ryan Tangen, Director of Finance and Operations

Annual resolution collecting \$41,736.64 from our district which is a decrease of \$2100.87 from last year and represents a decrease of 38 cents to the tax impact on a \$200,00 valued home.

Lee moved approval of the Resolution approving Wright Technical Center's Long-Term Facility Maintenance Program budget and authorizing the inclusion of a proportionate share of those projects in the district's application for long-term facility maintenance revenue

Second by Lawrence to approve

Motion carried 7-0

C. Resolution - SWMISD Safe Schools, Ryan Tangen, Director of Finance and Operations

Our district portion is \$30,064.72 which is an increase of \$350.39 from last year and represents a decrease of 20 cents to the tax impact on a \$200,000 valued home.

Hoffman moved approval of the resolution approving SW Metro Intermediate School District No. 288's Safe Schools Program and authorizing the inclusion of a proportionate share of those projects in the District's application for Safe School Revenue.

Second by Bjorklund to approve

Motion carried 7-0

D. 2023-24 Budget Assumptions Revised, Ryan Tangen, Director of Finance and Operations

Budget assumptions for 2023-24 were first approved in January. Revisions include general education formula allowance increase to 4% in 2023-24 and 2% increase in 2024-25 and future years, renewal of the \$750 per adjusted pupil unit operating referendum approved in November 2019 through 2030 and special education cross subsidy aid increase from 6% to 44%. These revisions will be included in preparation of the 2023-24 budget which will be presented at the June workshop and for approval at the June school board meeting.

Smude/Lee to approve

This information was reviewed at today's school board retreat.

Motion carried 7-0

6. REPORTS - none

7. COMMITTEE REPORTS

SS – CEAC

AB – SWMISD

BS – NWSISD

8. SUPERINTENDENT'S REPORT

Much time spent watching the legislature. Now working through the details of the new legislation mandates. Looking forward to commencement on June 9, 2023.

9. ADJOURN

Sansevere/Lawrence to adjourn at 7:30 pm
Motion carried 7-0

Respectfully submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education