

Buffalo-Hanover-Montrose Schools
School Board Meeting
Minutes

Monday, May 24, 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: Amanda Reineck, Adam Bjorklund, Sue Lee, Melissa Brings, Ken Ogden,
Amanda Lawrence, Bob Sansevere

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – parents shared concerns:

Mask mandate to be a choice.

How can we advocate for our children.

How can we change the governance of the Board of Education by the state.

What about the mental stability of students who are distance learning and how many students have we lost.

Concerned about our Special Education population.

Committed to helping the Board of Education make sure this doesn't happen next fall.

C. Approval of Agenda

Sansevere/Lee to approve the agenda

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report

Sydney Rhodes, Student Council Representative to the Board of Education

Homecoming coronation was held in person and virtually. Hall of Fame winners announced. Homecoming week activities were also held throughout the week.

Teacher Appreciation Day was held and donuts were provided. Student vaccination clinic held at BHS. Advisory group met with Principal Mischke to reflect on the past year.

B. Proud Of – Sydney Rhodes, junior at BHS for serving as the student representative to the Board of Education for 2020-21.

C. Board Calendar Dates

1. Monday, June 14, 2021 Board Workshop 4:30 p.m. Board Room

2. Monday, June 28, 2021 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. Dawn Przekurat, Special Education Teacher at Parkside Elementary, effective August 30, 2021. This is a re-hire.
2. Macy Wurm, Special Education Teacher at Buffalo Community Middle School, effective August 23, 2021. This is a replacement for Stephanie Klein.
3. Addison Lutchen, Spanish Teacher at Buffalo High School, effective August 23, 2021. This is a replacement for Laura Ortega.
4. Austin Barbeln, Science Teacher at Buffalo High School, effective August 23, 2021. This is a replacement for Ben Harvey and Tracy Johnson.
5. Melanie Stenson, ECSE Teacher at Discovery Elementary, effective August 23, 2021. This is a replacement for Cirissa Afonja.
6. Silvonna Elletson, Special Education ESP at Tatanka Elementary STEM School, effective May 11, 2021. This is a replacement for Beth Erdahl
7. Katilynne Jarmon, Special Education ESP at Tatanka Elementary STEM School, effective May 10, 2021. This is a replacement for Jessica McMullen.
8. David Trapp, 2nd Shift Custodian at Buffalo High School, effective May 3, 2021. This is a replacement for David Manz.
9. Rebecca Schweitzer, 3rd Shift Custodian at Buffalo High School, effective June 1, 2021. This is a replacement for Daniel Shipley.
10. Andrew Willman, KidKare Aide, effective April 26, 2021.
11. Maximus Lefstad, KidKare Aide, effective April 26, 2021.
12. Peyton Miller, School Psychologist at Hanover Elementary and Parkside Elementary, effective August 23, 2021.
13. Kim Winans, Elementary Specialist at Tatanka Elementary STEM School, effective August 30, 2021. This is a move from part-time Reading Teacher/part-time Title I Teacher.

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

1. Debra Bestland, Dance/Theater Teacher at Buffalo High School, retirement effective June 11, 2021.
2. Jennifer Kremers, Business Teacher at Buffalo High School, resignation effective June 11, 2021.
3. Mary Moe, ECFE Assistant, resignation effective May 27, 2021.
4. Bruce Yeager, Custodian at Northwinds Elementary, retirement effective July 30, 2021.
5. Stephanie Brown, Special Education ESP at Parkside Elementary, termination effective April 29, 2021.
6. Crystal Schuft, KidKare Supervisor, resignation effective May 7, 2021.
7. Riley Stuart, KidKare Aide, resignation effective June 11, 2021.

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

1. Michelle Ryder, Special Education Teacher, transfer from Buffalo High School to Tatanka Elementary STEM School, effective August 30, 2021.
2. Tracy Johnson, Science Teacher, transfer from Buffalo High School to Phoenix Learning Center, effective August 30, 2021.
3. Amy Hoff, transfer from 4th Grade Teacher at Tatanka Elementary STEM School to Grades 1-2 Teacher at Discovery Elementary, effective August 30, 2021.
4. Anne McSorley, transfer from 1st Grade to 2nd Grade Teacher at Tatanka Elementary STEM School, effective August 30, 2021.
5. Brittany Pepin, transfer from Kindergarten to 5th Grade Teacher at Tatanka Elementary STEM School, effective August 31, 2021.
6. Laura Lundquist, School Psychologist, decrease from 1.0 to .8 FTE at Discovery Elementary, Montrose Elementary School of Innovation and ECSE, effective August 30, 2021.
7. Tim Murray, transfer from District PPD Coach to Math Teacher at Buffalo Community Middle School, effective August 30, 2021. This is a replacement for Peter Kruize.
8. Wendy Nelson, transfer from 2nd Grade Teacher at Tatanka Elementary STEM School to Kindergarten Teacher at Northwinds Elementary, effective August 30, 2021.
9. Nancy Anderson, transfer from 1st Grade to 2nd Grade Looping Teacher at Hanover Elementary, effective August 30, 2021.
10. Rebecca Hanson, transfer from 1st Grade to 2nd Grade Looping Teacher at Hanover Elementary, effective August 30, 2021.
11. Cassandra Parish, transfer from 1st Grade to 2nd Grade Looping Teacher at Hanover Elementary, effective August 30, 2021.
12. Andrea Carlson, transfer from 2nd Grade to 1st Grade Looping Teacher at Hanover Elementary, effective August 30, 2021.
13. Nicole Meints, transfer from 2nd Grade to 1st Grade Looping Teacher at Hanover Elementary, effective August 30, 2021.
14. Jennifer Thaler, transfer from 2nd Grade to Kindergarten Teacher at Hanover Elementary, effective August 30, 2021.
15. Caroline Preiss, transfer from 3rd Grade to 5th Grade Teacher at Hanover Elementary, effective August 30, 2021.
16. Christie Mastey, Special Education ESP at Buffalo High School, increase from 5.25 to 6.25 hours/week for Transportation, effective April 26, 2021.
17. Troy Beise, Head Engineer, transfer from Montrose Elementary School of Innovation to Buffalo High School, effective May 3, 2021. This is a replacement for Kevin Underberg.
18. James Hulet, transfer from 2nd Shift Custodian at Discovery Elementary to Head Engineer at Montrose Elementary School of Innovation, effective May 10, 2021. This is a replacement for Troy Beise.
19. Dorothy Valentine, transfer from 2nd Shift Custodian at Hanover Elementary School to temporary Night Lead at Buffalo High School, effective June 11, 2021. This is a replacement for Rick Thompson.
20. Timothy Domka, Head Engineer, transfer from Tatanka Elementary STEM School to Northwinds Elementary, effective June 14, 2021. This is a replacement for Rollie Dehmer.

21. Steven Randall, transfer from Custodian at Buffalo High School to Grounds/District-Wide Custodian, effective June 14, 2021. This is a replacement for Mitch Hanson.
22. Jessica Ahrendt, Custodian at Discovery Elementary, transfer from part-time to full-time 2nd Shift, effective March 15, 2021. This is a replacement for Jim Hulet.

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

1. Stacy Eggers, Secondary Curriculum Coordinator, request for leave of absence, effective May 5, 2021 and ending June 11, 2021.
2. Michele Strassburg, German Teacher at Buffalo High School, request for leave of absence, effective January 31, 2022 and ending June 10, 2022.
3. Cassandra Taylor, 3rd Grade Teacher at Montrose Elementary School of Innovation, request for leave of absence, effective August 30, 2021 and ending October 8, 2021.
4. Jaime Anderson, School Secretary at Montrose Elementary School of Innovation, extension of leave of absence to end May 14, 2021.
5. Brittany Bauernschmitt, Multi-age Teacher at Discovery Elementary, request for leave of absence, effective on or about November 19, 2021 and ending February 11, 2022.
6. Laura Lindquist, Communications Coordinator, request for leave of absence, effective May 18, 2021 and ending July 5, 2021.
7. Mona Lee Weisman, School Secretary at Phoenix Learning Center, request for leave of absence, effective April 26, 2021 and ending June 30, 2021.

LAYOFF – Approve the following layoff due to the elimination of position:

1. Mona Lee Weisman, School Secretary at Phoenix Learning Center, layoff effective July 1, 2021.

B. Check Disbursements

Payroll checks # 900093335 through 900095023, and 206030 through 206035 amounting to \$2,258,318.28. P-card disbursement checks 80000001601 to 80000001627, totaling \$192,549.91. Bill-pay wires 800001040 through 8000001059. Employee reimbursement checks 9100003296 through 9100003329, and Accounts Payable checks 3956285 through 396513 for the period of April 1, 2021 – May 21, 2021 as follows:

01	GENERAL FUND	3,526,662.30
02	FOOD SERVICE	204,004.70
04	COMMUNITY SERVICE	120,441.97
05	CAPITAL OUTLAY	122,399.41
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	3,358.43
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	53,949.10
47	DEBT REDEMPTION	.00

51	ACTIVITIES	41.40
	TOTAL	\$4,030,857.31

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Apr.19 - May 13) is as follows:

Date	Vendor & Purpose	Amount
04/19/21	Educators Benefit Consultants – Deferred Annuities	\$56,661.65
04/19/21	Delta Dental – Dental Insurance	11,214.42
04/20/21	MN Dept. of Revenue – Sales Tax	813.00
04/20/21	Alerus - COBRA Fee	70.00
04/21/21	District #877 Employees - Employee Reimb.	2,399.14
04/21/21	Delta Dental – Dental Insurance	2,410.74
04/21/21	Further – Flex/Health Insurance	3,929.55
04/21/21	Further – Flex/Health Insurance	8,512.27
04/22/21	Xcel Energy – Utility	558.31
04/26/21	Delta Dental – Dental Insurance	6,970.34
04/28/21	Further – Flex/Health Insurance	4,061.89
04/29/21	Xcel Energy – Utility	58.50
04/30/21	Chicago USA Tax Pmt – Federal Taxes	369,220.77
04/30/21	MN Teachers Retirement Association	194,499.92
04/30/21	MN Public Employees Retirement Association	62,780.09
04/30/21	District #877 Employees – Employee Payroll	1,102,311.79
05/03/21	Delta Dental – Dental Insurance	8,466.37
05/03/21	MN Dept. of Revenue - Garnishments/Child Support	357.40
05/03/21	MN Dept. of Revenue – State Taxes	58,256.39
05/03/21	Educators Benefit Consultants – Deferred Annuities	55,781.90
05/03/21	BCBS - Health Insurance	900,392.50
05/04/21	Further – Flex/Health Insurance	583.35
05/04/21	Further – Flex/Health Insurance	7,712.25
05/05/21	Further – Flex/Health Insurance	4,953.94
05/05/21	District #877 Employees - Employee Reimb.	806.48
05/05/21	BMO Corporate MasterCard – P-Card	192,549.91
05/07/21	Vanco - Food Service/Activities Fee	900.28
05/10/21	Delta Dental – Dental Insurance	8,325.29
05/10/21	FeePay - Community Ed Fee	5,329.68
05/10/21	FeePay - Community Ed Fee	1,450.00
05/12/21	Further – Flex/Health Insurance	<u>9,329.33</u>
	Total	\$3,081,667.45

D. Minutes - April 26, 2021 Regular Meeting

E. Donations/Grants totaling \$8522.82.

Lee/Ogden to approve

Motion carried 7-0

5. ACTION ITEMS

A. Safe Schools Levy - SW Metro Intermediate School District

Gary Kawlewski, Director of Finance and Operations

This pays for their school resource officer and is cost neutral for our district. Our portion is \$28,921.10

RESOLUTION APPROVING SW METRO INTERMEDIATE SCHOOL DISTRICT NO. 288'S SAFE SCHOOL PROGRAM AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THIS PROGRAM IN THE DISTRICT'S APPLICATION FOR SAFE SCHOOL REVENUE

BE IT RESOLVED by the School Board of District No. 877, State of Minnesota, as follows:

1. The School Board of SW Metro Intermediate School District No. 288 has approved a Safe School program for the 2022-2023 school year in the amount of \$224,400.00. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)
2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programing its long-term facility maintenance revenue application.
3. The proportionate share of the cost of the intermediate school district's Safe School program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district Safe school program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The Safe school costs shall be funded through annual levy. The inclusion of this proportionate share in the district's Safe School revenue application for the fiscal year 2023 is hereby approved, subject to approval by the Commissioner of Education.
4. Upon receipt of the proportionate share of Safe School revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

Sansevere/Bjorklund to approve

Motion carried 7-0

B. Long-Term Facilities Maintenance

Gary Kawlewski, Director of Finance and Operations

1. Wright Technical Center

This pays for health and safety projects and assessments, building envelope repair, fire testing and monitoring, HVAC preventative maintenance and flooring and painting. Our portion is \$47,288.83 which is less than last year.

RESOLUTION 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

BE IT RESOLVED by the School Board of District No. 877, State of Minnesota, as follows:

1. The School Board of Cooperative School District 966 has approved a long-term facility maintenance program budget for its facilities for the 2022-2023 school year in the amount of \$167,000.00 of which District No. 877's proportionate share is \$47,288.83. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)

2. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an cooperative school district's long-term facility maintenance budget is approved by the school boards of each of the cooperative school district's member school districts, each member district may include its proportionate share of the costs of the cooperative school district program in its long-term facility maintenance revenue application.

3. The proportionate share of the costs of the cooperative school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the cooperative school district long-term facility maintenance program times a three year weighted average adjusted pupil units formula. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for fiscal year 2022 is hereby approved, subject to approval by the Commissioner of Education.

4. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the cooperative school district program, the district shall promptly pay to the cooperative school district the applicable aid or levy proceeds.

Lee/Ogden to approve
Motion carried 7-0

2. SW Metro Intermediate School District

This helps pay for mechanical system updates, roofs, windows, doors, plumbing and some interior surfaces. The amount for our district is \$10,021.21 and is a decrease from last year, due to the purchase of the Dean Lakes Facility.

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

BE IT RESOLVED by the School Board of District No. 877, State of Minnesota, as follows:

5. The School Board of SW Metro Intermediate School District No. 288 has approved a long-term facility maintenance program budget for its facilities for the 2021-2022 school year in the amount of \$77,755. The various components of the program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved (Exhibit A)

6. Minnesota Statutes, Section 123B.53, Subdivision 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district programing its long-term facility maintenance revenue application.

7. The proportionate share of the cost of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a percentage that weighs the two components of each member district's portion of the total Special Education Tuition billing and Vocational billing. The long-term facility maintenance costs shall be funded through annual levy instead of issuing bonds. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for the fiscal year 2023 is hereby approved, subject to approval by the Commissioner of Education.

8. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.

Reineck/Lawrence to approve

Motion carried 7-0

C. Seasonal Layoffs

Gary Kawlewski, Director of Finance and Operations

Employees who work during the regular school year are not able to collect unemployment.

Be it resolved, the Board of Education of ISD 877 Buffalo-Hanover-Montrose Schools

approves seasonal leaves of absence to district employees who work in school-year positions less than twelve months a year, such leave being from the time they complete their 2020-2021 duties until the scheduled return to work for the 2021-2022 school year. Positions include food service personnel, education support professionals, clerical staff and other non-affiliated school year employees.

Lee/Sansevere to approve
Motion carried 7-0

D. Policy Revisions

1. Policy 715 - Post Issuance Debt Compliance

Gary Kawlewski, Director of Finance and Operations

Ensures that all debt obligations follow all applicable laws. No revisions since the first reading.

Sansevere/Bjorklund to approve
Motion carried 7-0

2. Policy 601 - School District Curriculum and Instruction Goals

Pam Miller, Director of Teaching and Learning

Revised language regarding reference to dyslexia.

Lee/Reineck to approve
Motion carried 7-0

3. Policy 419 - Tobacco-Free Environment: Possession and Use of Tobacco,

Tobacco-Related Devices and Electronic Delivery Devices; Vaping Awareness and Prevention Instruction

Evan Ronken, Director of Human Resources

Legislative revisions in reference to vaping.

Reineck/Lee to approve
Motion carried 7-0

E. Resolution to Place Staff on Unrequested Leave of Absence

Evan Ronken, Director of Human Resources

RESOLUTION PLACING (TEACHER) ON UNREQUESTED LEAVE OF ABSENCE

WHEREAS, the School Board of Independent School District No. 877 adopted a resolution proposing placement of TEACHER on unrequested leave of absence, on the grounds of financial limitations and discontinuance of position, and,

WHEREAS, said written notice of the proposed placement on unrequested leave was received by TEACHER by personal service on April 27, 2021, and,

WHEREAS, said written notice of the proposed placement on unrequested leave contained a statement setting forth the reasons for the proposed placement as well as a statement that she

was entitled to a hearing before the school board provided she make a request in writing within fourteen days of receipt of said notice, and that if no hearing was requested within said fourteen day period it constituted acquiescence by TEACHER to the school board's proposed action, and,

WHEREAS, no written request for a hearing of any kind was received by the school board or superintendent of schools from TEACHER as of May 11, 2021, and,

WHEREAS, said failure to make written request for a hearing within fourteen days after receipt of notice of proposed placement on unrequested leave constitutes acquiescence by TEACHER to her placement on unrequested leave.

BE IT HEREBY RESOLVED, by the School Board of Independent School District No. 877 that TEACHER be and hereby is placed on unrequested leave of absence as a teacher of Independent School District No. 877 without pay or fringe benefits on the grounds of financial limitations and discontinuance of position effective at the end of the 2020-21 school year on June 30, 2021, pursuant to Minnesota Statutes, Sec. 122A.40, Subd. 10, along with ARTICLE XX, Section 3 and applicable provisions of ARTICLE VI, Section 3, of the current Master Agreement between the School District and the exclusive representative.

BE IT FURTHER RESOLVED, that said placement on unrequested leave of absence is not a result of the implementation of an education district agreement.

BE IT FURTHER RESOLVED, that a notice of placement on requested leave of absence, together with a copy of this resolution be forwarded to said teacher personally and that an affidavit of same be placed in her file together with a copy of the notice and resolution.

Sansevere/Reineck to place Arliss Wallenta on unrequested leave of absence
Motion carried 7-0

Sansevere/Lawrence to place Lisa Berg on unrequested leave of absence
Motion carried 7-0

Sansevere/Lee to place Kari Skeen-Lenzmeier on .206 FTE unrequested leave of absence.
Motion carried 7-0

F. Probationary Staff

Evan Ronken, Director of Human Resources

1. Resolution Regarding Discontinuance of Contracts

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:

Laurie Raymond – substitute
Allison Brown - substitute

Lee/Sansevere to approve
Motion carried 7-0

2. Resolution Relating to the Termination and NonRenewal of the Teaching
Contract of a Probationary Teacher

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE
TEACHING CONTRACT OF KENDRA PHILLIPS 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 KENDRA PHILLIPS, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

Dear ,

You are hereby notified that at a regular meeting of the School Board of Independent School District 877 held on May 24, 2021, a resolution was adopted by a majority roll call vote to end your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such requests should be received within ten days after receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT 877

Clerk of the School Board

Sansevere/Ogden to approve
Motion carried 7-0

6. REPORTS

A. 2021-22 Board of Education Calendar

Anita Underberg, Administrative Assistant to the Board of Education

Draft calendar for 2021-22. Board workshop locations rotate around the district.

7. COMMITTEE REPORTS

AR – CEAC

BS - NWSISD

8. SUPERINTENDENT'S REPORT

Acknowledged BHS staff who are planning the 2021 graduation ceremony. State Legislature did not complete their session. Budget is set to be completed at the end of this week.

9. OTHER

Ogden/Sansevere to adjourn at 8:00 p.m.
Motion carried 7-0

Respectfully submitted,

Bob Sansevere, Clerk

ISD 877 Board of Education