

Buffalo-Hanover-Montrose Schools
School Board Meeting
Monday, June 24, 2024
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

MINUTES

1. CALL TO ORDER by Chair Melissa Brings at 7:00 pm AND ROLL CALL

Present: Melissa Brings, Bob Sansevere, Amanda Lawrence, Adam Bjorklund, Sheila Smude, Sue Lee

Absent: Matt Hoffman

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Lee/Bjorklund to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Proud Of

1. Russell Ylitalo, who qualified for the Class AAA State Golf Tournament

2. Saul Rhodes, Landon Carrell, Caleb Crawford, Jerome Thomas, Jacob Macheel, Dexter Huss, Collin Berg, Wesley Wistrom, Sam Studnicka, Ryan Babatz, Joel Benson, Cady Macheel, Miley Farniok, Avery Larson, Hannah Braun, Rose Lamberts, Allee Feldman and Andrea Rodenwald, who qualified for the Class AAA State Track and Field Meet.

3. Sam Shaffer and Nolan Mahannah who advanced to the Class AA State Tennis Tournament

4. Andrew Schmidt, Aiden Pfeifer, Spencer Peterson, Brody Baumann and Adam Murto who qualified for the State Trap Shoot Tournery. Graham Johnson and Austin Kortisses qualified as alternates.

B. Board Calendar Dates

1. Monday, July 8, 2024 School Board Meeting 4:30 pm DC Board Room

C. Overnight Trip - BHS FFA Officer Retreat July 1-2, 2024, Taylors Falls, MN

4. CONSENT AGENDA

A. Personnel

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

1. Jessica Rud, Special Education Teacher at Parkside Elementary, effective August 19, 2024. This is a replacement for Scott Russek and is contingent upon receipt of appropriate licensure.
2. Margaret Hohenstein, ECFE Teacher, effective August 19, 2024. This is a replacement for Kristi Brundin and is contingent upon receipt of appropriate licensure.
3. Matthew Muetzel, Physical Education Teacher at Parkside Elementary, effective August 19, 2024. This is a replacement for Gina Christian and is contingent upon receipt of appropriate licensure.
4. Tamarah Baardson, part-time (.486 FTE) STEAM Enrichment Teacher at Parkside Elementary, effective August 19, 2024. This appointment is contingent upon receipt of appropriate licensure.
5. Martha Koltas, long-term substitute 3rd Grade Teacher at Parkside Elementary, effective August 19, 2024. This is a replacement for Christy Merkl.
6. Bryden Carlson-Giving, Occupational Therapist, effective August 19, 2024. This is a replacement for Darcy Bodger.
7. Kimberly Freiberg, ECFE Teacher/Parent Educator, effective August 20, 2024. This is a replacement for Catherine Frisbie.
8. Kiley Broste, 5th Grade Teacher at Tatanka Elementary STEM School, effective August 19, 2024. This is a replacement for Gary Gohmann.
9. Lisa Nordling, Custodian at Buffalo High School, effective May 28, 2024. This is a replacement for Matthew Uhde.
10. Shawn Huss, Custodian at Buffalo Community Middle School, effective June 5, 2024. This is a replacement for Kole Bruchman.

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

1. Marlene Rudenick, Special Education ESP at Buffalo Community Middle School, retirement effective June 6, 2024.
2. Kenny Beise, part-time Custodian at Northwinds Elementary, retirement effective June 14, 2024.
3. Matthew Tibbetts, School Psychologist, resignation effective June 7, 2024.
4. Sunshine Hedlund, ESP at Tatanka Elementary STEM School, resignation effective June 6, 2024.
5. Colin Atkins, ESP at Buffalo Community Middle School, resignation effective June 6, 2024.
6. Kim Freiberg, ECSE ESP at Parkside Elementary, resignation effective June 6, 2024.
7. Jessica Rud, Special Education ESP at Parkside Elementary, resignation effective June 6, 2024.
8. Gabby Stroad, ECSE ESP at Montrose Early Education Center, resignation effective June 6, 2024.
9. Elaine Ha, KidKare Supervisor, resignation effective May 30, 2024.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/change of assignments:

1. Sara Melsness, Speech/Language Pathologist at Buffalo Community Middle School and Parkside Elementary School, transfer to Northwinds and Parkside Elementary Schools, effective August 19, 2024.
2. Marc Mens, transfer from Special Education Teacher to English Language Arts Teacher at Buffalo High School, effective August 19, 2024.
3. Courtney Hinz, transfer from LTS 3rd Grade Teacher to 4th Grade Teacher at Parkside Elementary, effective August 26, 2024. This is a replacement for Tia Volkens.
4. Anna Carlson, Special Education ESP at Northwinds Elementary, decrease from 32.5 to 31.25 hours/week, effective September 3, 2024.
5. Joan Waldron, ESP at Northwinds Elementary, decrease from 33.75 to 31.25 hours/week, effective September 3, 2024.
6. Christine Ladda, Special Education ESP at Northwinds Elementary, decrease from 37.5 to 32.5 hours/week, effective September 3, 2024.
7. Amy Park, Special Education/Supervisory ESP at Northwinds Elementary, transfer to Special Education/Transportation ESP, effective September 3, 2024.
8. Samantha Gutknecht, ESP at Hanover Elementary, increase from 30 hours/week to 30.5 hours/week, effective September 3, 2024.
9. Jennifer Reid-Poser, ESP at Hanover Elementary, increase from 30 to 32.5 hours/week, effective September 3, 2024.
10. Tamara Thiele, ESP at Montrose Elementary School of Innovation, decrease from 32.5 to 30 hours/week, effective September 3, 2024.
11. Sarah Schaar, Special Education ESP at Montrose Elementary School of Innovation, decrease from 32.5 to 31.25 hours/week, effective September 3, 2024.
12. Amber Hervey, Special Education ESP at Montrose Elementary School of Innovation, decrease from 32.5 to 31.25 hours/week, effective September 3, 2024.
13. Ashley Claycomb, Special Education/Instructional ESP at Montrose Elementary School of Innovation, decrease from 31.25 to 30 hours/week, effective September 3, 2024.
14. Carrie Coss, Special Education ESP at Northwinds Elementary, decrease from 32.5 to 28.75 hours/week, effective September 3, 2024.
15. Kristen Coppes, ESP at Parkside Elementary, decrease from 32.5 to 30 hours/week, effective September 3, 2024.
16. Kristan Pieper, ESP at Parkside Elementary, decrease from 32.5 to 30 hours/week, effective September 3, 2024.
17. Samantha Schwarzkopf, ESP at Parkside Elementary, decrease from 32.5 to 30 hours/week, effective September 3, 2024.
18. Sophia Warolin, ESP at Parkside Elementary, decrease from 32.5 to 30 hours/week, effective September 3, 2024.

19. Michaeleine Lauer, ESP at Parkside Elementary, change in position from Instructional/Supervisory/Special Education/Health to Instructional/Supervisory/Health, effective September 3, 2024.
20. Teri Clark, ESP at Tatanka Elementary STEM School, change in assignment to include Special Education ESP, effective September 3, 2024.
21. Claire Brandes, ESP at Tatanka Elementary STEM School, change in assignment to include Special Education ESP, effective September 3, 2024.
22. Bette Koepsell, ESP at Tatanka Elementary STEM School, change in assignment to include Special Education ESP, effective September 3, 2024.
23. Kimberly Laumann, ESP at Tatanka Elementary STEM School, change in assignment from Special Education/Transportation to Special Education/Supervisory, effective September 3, 2024.
24. Matthew Uhde, transfer to 2nd Shift Custodian at Buffalo High School, effective May 28, 2024.
25. Leah Otto, Nutrition Services Assistant, transfer from Tatanka Elementary STEM School to Buffalo High School, effective August 26, 2024. This is a replacement for Kayla Mallat.
26. Karen Moline, KidKare Supervisor, decrease from 12 to 8 hours/week, effective June 10, 2024.

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

1. Alyssa Schulze, Building Secretary at Buffalo High School, request for leave of absence effective April 16, 2024 and ending May 27, 2024.
2. Jennifer Lunning, Teacher at Buffalo Community Middle School, request for leave of absence effective May 1, 2024 and ending May 24, 2024.
3. Kathryn Hyams, Special Education Teacher at Buffalo High School, request for leave of absence effective August 26, 2024 and ending November 12, 2024.
4. Alisa Ireland, English Teacher at Buffalo Community Middle School, request for leave of absence effective August 26, 2024 and ending June 6, 2025.
5. Cheryl Laney, KidKare Supervisor, request for leave of absence effective July 8, 2024 and ending August 16, 2024.

CONTRACT – Approve the following contract:

1. Superintendent contract, effective July 1, 2022 through June 30, 2025.

B. Check Disbursements

Payroll checks # 9000154405 through 9000156296, and 206632 through 206638 amounting to \$5,845,545.27. P-card disbursement checks 8000002795 to 8000002832, totaling \$170,102.83. Bill-pay wires 810001910 through 8100001933. Employee reimbursement checks 9100005261 through 9100005327 and Accounts Payable checks 405413 through 405622 for the period of May 6, 2024 – June 26, 2024 as follows:

01	GENERAL FUND	3,581,399.09
02	FOOD SERVICE	205,122.08

04	COMMUNITY SERVICE	136,215.74
05	CAPITAL OUTLAY	123,896.18
06	NEW BUILDING	125,543.99
07	DEBT SERVICE	.00
09	ACTIVITY FUND	20,240.05
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	37,731.91
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>90.91</u>
	TOTAL	\$4,230,239.95

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May. 20 - June 17) is as follows:

Date	Vendor & Purpose	Amount
05/20/24	Alerus	\$ 446.00
05/20/24	Delta Dental – Dental Insurance	9,834.85
05/20/24	WEX – Flex/Health Insurance	2,893.20
05/21/24	MN Dept. of Revenue – Sales Tax	1,036.00
05/21/24	BCBS - Health Insurance	831,449.46
05/21/24	Delta Dental – Dental Insurance	2,714.13
05/21/24	WEX – Flex/Health Insurance	303.07
05/22/24	WEX – Flex/Health Insurance	43.22
05/23/24	Xcel Energy – Utility	598.22
05/23/24	WEX – Flex/Health Insurance	2.00
05/24/24	WEX – Payment	2,249.50
05/24/24	IP Fee - MSDLAF	2,688.10
05/24/24	WEX – Flex/Health Insurance	1,244.20
05/28/24	Delta Dental – Dental Insurance	12,033.61
05/28/24	WEX – Flex/Health Insurance	92.58
05/29/24	District #877 Employees – Employee Reimbursement	1,103.45
05/29/24	WEX – Flex/Health Insurance	623.17
05/30/24	MN Teachers Retirement Association	240,051.07
05/30/24	IRS USA Tax Pmt – Federal Taxes	435,948.51
05/30/24	WEX – Flex/Health Insurance	5.98
05/30/24	District #877 Employees – Employee Payroll	1,389,374.54
05/30/24	MN Public Employees Retirement Association	78,083.82
05/31/24	WEX – Flex/Health Insurance	9,622.23
05/31/24	Educators Benefit Consultants – Deferred Annuities	59,653.05
05/31/24	MN Dept. of Revenue – State Taxes	70,387.51
06/03/24	Delta Dental – Dental Insurance	10,076.15
06/03/24	Xcel Energy – Utility	70.66
06/03/24	WEX – Flex/Health Insurance	216.70
06/04/24	WEX – Flex/Health Insurance	181.74

06/05/24	WEX – Flex/Health Insurance	1,320.44
06/05/24	BMO Corporate MasterCard – P-Card	165,925.07
06/05/24	eBay	(845.48)
06/06/24	WEX – Flex/Health Insurance	1,556.81
06/07/24	WEX – Flex/Health Insurance	3,493.03
06/10/24	WEX – Flex/Health Insurance	79.98
06/10/24	Delta Dental – Dental Insurance	7,643.23
06/10/24	FeePay - Community Ed Fee	8,503.71
06/11/24	WEX – Flex/Health Insurance	866.79
06/11/24	FeePay - Community Ed Fee	1,600.00
06/13/24	WEX – Flex/Health Insurance	282.61
06/14/24	IRS USA Tax Pmt – Federal Taxes	1,423,659.72
06/14/24	WEX – Flex/Health Insurance	482.09
06/14/24	MN Teachers Retirement Association	1,006,923.77
06/14/24	MN Public Employees Retirement Association	77,562.90
06/14/24	District #877 Employees – Employee Payroll	4,452,454.23
06/14/24	Cash Management Service Fee - MSDLAF	36.40
06/17/24	WEX – Flex/Health Insurance	41,290.48
06/17/24	Delta Dental – Dental Insurance	6,669.99
06/17/24	Educators Benefit Consultants – Deferred Annuities	215,821.57
06/17/24	MN Dept. of Revenue – State Taxes	232,552.59
	Total	<u>\$ 10,810,906.65</u>

D. Minutes - May 28, 2024 Regular Meeting
Smude/Lawrence to approve
Motion carried 6-0

5. ACTION ITEMS

A. Resolution Accepting Donations/Grants Melissa Brings, Chair

Be it resolved that the School Board of Buffalo-Hanover-Montrose Schools, ISD #877, accepts with appreciation, contributions in the amount of \$198,670.79.

Lee/Bjorklund to approve
Motion carried 6-0

B. 2024-25 Budget

Ryan Tangen, Director of Finance and Operations
Showing a deficit of \$3,441,010 which is a 10.49% fund balance. Revenue sources have remained consistent. Nutrition Services is serving over 900,000 meals per year giving this fund a \$2,995,429 fund balance. Community services also showing an increased fund balance at \$779,460. Building budget now includes the successful November 2023 bond referendum of \$44,191,189. Reduced student enrollment continues to affect the budget.

Smude/Sansevere to approve
Motion carried 6-0

C. 2024-25 School Board Calendar

Scott Thielman, Superintendent

The 2024-25 school board meeting/workshop calendar was reviewed at the June Workshop and no revisions have been made.

Lawrence/Lee to approve

Motion carried 6-0

D. Policy 704 - NonInstructional Operations and Business Services Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

Ryan Tangen, Director of Finance and Operations

Adds “assets in the aggregate” which looks at total purchase for items such as total purchase of chairs versus cost of one chair. Also new language regarding adherence to Federal Uniform Grant Guidance.

Bjorklund/Sansevere to approve

Motion carried 6-0

E. Resolution Certifying the Population Estimate for the 2024 Payable 2025 Levy of Independent School District #877

Kim Carlson, Director of Community Education

This increase in population affects the Community Education budget.

RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2024 PAYABLE 2025 LEVY OF INDEPENDENT SCHOOL DISTRICT 877.

WHEREAS, the Independent School District #877 has experienced an increase in population from the 2020 census figure of 34,441 to the current census figure of 36,272 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #877 that the census figure of 36,272 be certified to the State Demographer for approval of use in the 2024 payable 2025 revenue calculations.

Lee/Sansevere to approve

Motion carried 6-0

6. REPORTS

7. COMMITTEE REPORTS

AL – Nutrition Services negotiations

AB – SWMISD

SL – Nutrition Services negotiations

8. SUPERINTENDENT'S REPORT - none

9. ADJOURN

Sansevere/Smude to adjourn at 7:24 pm

Motion carried 6-0

Respectfully submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education