

**Buffalo-Hanover-Montrose Schools**  
**School Board Meeting**  
**MINUTES**  
**Monday, June 27, 2022**  
**Board Room**  
**214 - 1st Ave NE**  
**Buffalo, MN 55313**  
**7:00 PM**

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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, Amanda Lawrence, Bob Sansevere  
Absent: Ken Ogden
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Public Comment – comments in support of public education and BHM schools.
  - C. Approval of Agenda  
Sansevere/Lee to approve  
Motion carried 6-0
3. COMMUNICATIONS
  - A. Proud Of
    1. BHS Boys 4x800 Relay Team of Owen Herbst, Jadon Boots, Wesley Wistrom and Jared Gregoire who placed 1st in the Class AAA State Track and Field Meet.
    2. Jared Gregoire, who placed 1st in the 800-meter Class AAA State Championship.
  - B. Board Calendar Dates
    1. Monday, July 18, 2022 Board Meeting 4:30 p.m. Board Room at DC Board Room
  - C. Overnight Trip - BHS FFA to Morris, MN
4. CONSENT AGENDA
  - A. Personnel  
APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointment.
    1. Courtney Hinz, 4<sup>th</sup> Grade Teacher at Northwinds Elementary, effective August 22, 2022. This is a replacement for Lori Olson.
    2. Christopher McCurry, Physical Education Teacher at Tatanka Elementary STEM School, effective August 22, 2022. This is a replacement for Joe Turner.
    3. Emily Natrop, ELD Teacher at Montrose Elementary School of Innovation, Hanover Elementary and Tatanka Elementary STEM School, effective August 22, 2022. This is a replacement for Lisa Jensen.

4. Ryan Petersen, Physical Education Teacher at Northwinds Elementary, effective August 22, 2022. This is a replacement for Natalie Johnson.
5. Kristin Peterson, Special Education Teacher at Tatanka Elementary STEM School, effective August 22, 2022. This is a replacement for Jenna Kulberg.
6. Rachel Johnson, 5<sup>th</sup> Grade Teacher at Montrose Elementary School of Innovation, effective August 22, 2022. This is a replacement for Faith Bila.
7. Joanne Jarvis, Music Teacher at Parkside Elementary, effective August 22, 2022. This is a replacement for Anna Grewe.
8. Jennifer Schachenmeyer, Special Education Teacher at Tatanka Elementary STEM School, effective August 22, 2022. This is a replacement for Michelle Ryder.
9. Leslie Anderson, Special Education Teacher at Buffalo High School, effective August 22, 2022. This is a replacement for Stephanie McGinn and is contingent upon receipt of appropriate licensure.
10. Kirsten VanHeel, Nutrition Services Assistant at Buffalo Community Middle School, effective August 29, 2022. This is a replacement for Merissa Johnson.
11. Kimberly Mortenson, Nutrition Services Assistant at Buffalo High School, effective August 29, 2022. This is a replacement for Tangy Seaboy.
12. Theresa Spike, Custodian at Buffalo Community Middle School, effective June 6, 2022. This is a replacement for Daniel Shipley.
13. Kristan Engel, Bookkeeper/Payroll Assistant, effective June 22, 2022. This is a replacement for Amanda Claseman.

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

1. Anna Grewe, Music Teacher at Parkside Elementary, resignation effective June 10, 2022.
2. Brenda Diekman, Business Education Teacher at Buffalo High School, resignation effective June 10, 2022.
3. Michelle Vieau-Miltz, retirement effective June 10, 2022.
4. Amanda Claseman, District Benefits/Payroll Assistant, resignation effective June 10, 2022.
5. Ryan Anderson, 2<sup>nd</sup> Shift Custodian at Buffalo High School, resignation effective June 9, 2022.
6. Sandra Erickson, ECFE Assistant, resignation effective May 20, 2022.
7. Abigail Kunze, KidKare Supervisor, resignation effective July 29, 2022.
8. Jayda Knutson, KidKare Aide, resignation effective June 10, 2022.
9. Michaela Bauman, KidKare Assistant, resignation effective June 10, 2022.
10. Morgan Niccum, Special Education ESP at Parkside Elementary, resignation effective June 9, 2022.
11. Natalie Polaschek, Social Studies Teacher at Buffalo Community Middle School, resignation effective June 10, 2022.

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

1. Michele Strassburg, World Languages Teacher at Buffalo High School, decrease from 1.0 to .746 FTE, effective August 29, 2022.
2. Kendra Phillips, transfer from 4<sup>th</sup> Grade to 5<sup>th</sup> Grade Teacher at Montrose Elementary School of Innovation, effective August 29, 2022.
3. Megan Losey, transfer from STEAM Teacher/AVID Coordinator to Student Achievement Advisor/AVID Coordinator/AVID Teacher at Buffalo Community Middle School, effective August 29, 2022.
4. Jolene Sorenson, transfer from .6 FTE STEAM Teacher to .626 FTE Social Studies Teacher at Buffalo Community Middle School, effective August 29, 2022. This is a replacement for Emily Schoephoerster.
5. Danielle Collins, transfer from Special Education Teacher at Northwinds Elementary to District Special Education TOSA, effective July 1, 2022.
6. Fay Susa, Nutrition Services Manager, transfer from Montrose Elementary School of Innovation to Hanover Elementary, effective August 29, 2022.
7. John Hazuka, transfer from Custodian at Buffalo Community Middle School to Night Lead Custodian at Buffalo High School, effective June 13, 2022. This is a replacement for Rick Thompson.
8. Isiah DuBois, KidKare Assistant, increase from 32.5 to 40 hours/week, effective May 18, 2022.
9. Lori Steinhibel, KidKare Supervisor, increase from 25 to 30 hours/week, effective June 15, 2022.
10. Kallie Wycoff, transfer from KidKare Assistant to Supervisor, effective May 31, 2022.
11. Miah Simpson, transfer from KidKare Assistant to Supervisor, effective May 31, 2022.
12. Karen Moline, KidKare Supervisor, increase from 30 to 35 hours/week, effective June 15, 2022.
13. Abigail Kunze, KidKare Supervisor, increase from 32.5 to 40 hours/week, effective June 15, 2022.
14. Cole Dostal, KidKare Aide, increase from 30 to 32.5 hours/week, effective June 15, 2022.

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

1. Erica Kindt, School Nurse, approve request for leave of absence, effective on or about October 20, 2022 and ending March 31, 2023.
2. Andrea Jonasson, ECFE/BHS FACS Teacher, approve request for leave of absence, effective May 12, 2022 and ending June 10, 2022.
3. Dorothy Valentine, Custodian at Hanover Elementary, approve request for leave of absence, effective May 23, 2022 and ending July 5, 2022.

B. Check Disbursements

Payroll checks # 9000114591 through 9000116341, and 206305 through 206316 amounting to \$5,165,442.20. P-card disbursement checks 8000001991 to 8000002029, totaling \$204,817.79. Bill-pay wires 810001303 through 8100001322. Employee reimbursement checks 9100003910 through

9100003941, and Accounts Payable checks 399423 through 399778 for the period of March 22, 2022 – June 21, 2022 as follows:

01	GENERAL FUND	3,978,252.65
02	FOOD SERVICE	171,330.71
04	COMMUNITY SERVICE	174,578.70
05	CAPITAL OUTLAY	94,692.23
06	NEW BUILDING	37.65
07	DEBT SERVICE	.00
09	ACTIVITY FUND	35,973.39
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	39,484.99
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>15,790.82</u>
	TOTAL	\$4,510,140.84

C. Electronic Fund Transfers

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

Date	Vendor & Purpose	Amount
05/13/22	Cash Management Service Fee - MSDLAF	\$ 34.50
05/13/22	District #877 Employees – Employee Payroll	1,203,586.68
05/13/22	MN Public Employees Retirement Association	64,704.89
05/13/22	MN Teachers Retirement Association	206,806.92
05/13/22	Chicago USA Tax Pmt – Federal Taxes	392,517.51
05/16/22	MN Dept. of Revenue - Garnishments/Child Support	283.56
05/16/22	Delta Dental – Dental Insurance	8,562.10
05/16/22	Educators Benefit Consultants – Deferred Annuities	57,480.00
05/16/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
05/16/22	MN Dept. of Revenue – State Taxes	62,934.50
05/18/22	District #877 Employees – Employee Reimbursement	3,705.26
05/18/22	Further – Flex/Health Insurance	12,574.10
05/18/22	Further – Flex/Health Insurance	5,087.63
05/19/22	Xcel Energy – Utility	800.12
05/20/22	MN Dept. of Revenue – Sales Tax	1,291.15
05/20/22	MN Dept. of Revenue – Sales Tax	334.00
05/20/22	Alerus	570.00
05/23/22	BCBS - Health Insurance	740,898.39
05/23/22	Delta Dental – Dental Insurance	17,106.55
05/25/22	Further – Flex/Health Insurance	3,527.40
05/27/22	District #877 Employees – Employee Payroll	1,190,534.07
05/27/22	MN Public Employees Retirement Association	65,557.03
05/27/22	Chicago USA Tax Pmt – Federal Taxes	391,382.20
05/27/22	MN Teachers Retirement Association	205,711.81
05/31/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
05/31/22	Xcel Energy – Utility	72.38
05/31/22	Delta Dental – Dental Insurance	8,798.47
05/31/22	MN Dept. of Revenue – State Taxes	62,900.69
05/31/22	Educators Benefit Consultants – Deferred Annuities	57,854.23
06/01/22	District #877 Employees – Employee Reimbursement	1,113.92

06/01/22	Further – Flex/Health Insurance	11,290.81
06/02/22	Further – Flex/Health Insurance	1,849.37
06/06/22	Delta Dental – Dental Insurance	9,342.48
06/07/22	BMO Corporate MasterCard – P-Card	204,817.79
06/08/22	Further – Flex/Health Insurance	3,472.74
06/08/22	FeePay - Community Ed Fee	6,960.37
06/08/22	FeePay - Community Ed Fee	1,450.00
06/10/22	Further – Flex/Health Insurance	(816.69)
06/13/22	Delta Dental – Dental Insurance	7,279.27
06/13/22	Delta Dental – Dental Insurance	127.00
06/14/22	Cash Management Service Fee - MSDLAF	34.56
06/15/22	Chicago USA Tax Pmt – Federal Taxes	1,324,860.49
06/15/22	District #877 Employees – Employee Payroll	3,947,957.06
06/15/22	Further – Flex/Health Insurance	5,326.10
06/15/22	District #877 Employees – Employee Reimbursement	2,353.96
06/16/22	MN Public Employees Retirement Association	67,737.37
06/16/22	MN Teachers Retirement Association	869,943.73
06/16/22	MN Dept. of Revenue – State Taxes	219,522.75
06/16/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
06/17/22	Educators Benefit Consultants – Deferred Annuities	<u>212,285.60</u>
	<b>Total</b>	<b>\$ 11,663,216.32</b>

D. Minutes - May 23, 2022 Regular Meeting

E. Donations/Grants totalling \$54,539.72

Lee/Bjorklund to approve

Motion carried 6-0

## 5. ACTION ITEMS

A. 6th Grade Curriculum Adoption, Presenter, Scott Thielman, Superintendent

Have reviewed the 6<sup>th</sup> grade science curriculum over the past two years and now recommend the purchase of STEMscopes resources and lab materials to support the standards and benchmarks. Budget implication is \$28,865.

Lawrence/Lee to approve

Motion carried 6-0

B. 2022-23 Budget, Presenter, Ryan Tangen, Director of Finance and Operations

Must annually approve prior to July 1<sup>st</sup> each year. Budget is subject to revision due to student counts and decisions. General Fund is based on various factors including a projection of 2% increase in Education Aid formula, 2.28% increase in Special Education aid and an enrollment projection of 5,344. Salaries comprise 55.4% of expenditures. Federal Pandemic Relief funds cover 17 FTE staff. Projecting a decrease in the General Fund of \$1,275,527. Food Service budget includes a \$.10 increase in meal prices. Budget projects a decrease of \$611,115. Community Service fund is projected to increase by \$28,482 due to increased participation in programs and KidKare since COVID-19. Building Fund will zero out with completion of tennis court project. OPEB Trust projected to decrease by \$512,595 due to lower interest rates and increased number of retirees.

Sansevere/Bjorklund to approve

Motion carried 6-0

C. 2022-23 School Board Calendar, Presenter, Scott Thielman, Superintendent

Recommended Board workshop and meeting dates for the 2022-23 fiscal year.

Lee/Reineck to approve  
Motion carried 6-0

6. REPORTS

A. Out-of-State Trip - FFA to Indianapolis, IN, Presenter, Mark Mischke, BHS Principal  
Seven BHS FFA members will travel to Indianapolis, IN for the National FFA Convention. Participants will attend career and education shows along with hearing motivational speakers. The Buffalo FFA Market Plan and Horse Evaluation teams will compete on the national stage.

B. 2021-22 Donations, Presenter, Anita Underberg, Administrative Assistant to the Superintendent and School Board

A total of \$186,981.35 in donations were received from various businesses, organizations and individuals for 2021-22.

7. COMMITTEE REPORTS

SL – clerical negotiations, WTC mediations set

8. SUPERINTENDENT'S REPORT

There has been some mention of the possibility of a special legislative session in August.

9. OTHER

Sansevere/Reineck to adjourn at 8:00 p.m.  
Motion carried 6-0

Respectfully submitted,

Ken Ogden, Acting Clerk  
ISD 877 Board of Education