

Buffalo-Hanover-Montrose Schools School Board Meeting

**Monday, July 10, 2023
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
4:30 PM**

MINUTES

1. CALL TO ORDER by Chair Melissa Brings at 4:33 pm 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

Motion carried 7-0

3. COMMUNICATIONS

A. Board Calendar Dates

1. Monday, August 14, 2023 Board Workshop 4:30 pm Board Room at DC

2. Monday, August 28, 2023 Public Comment Session 6:30 pm Board Room at DC

3. Monday, August 28, 2023 Board Meeting 7:00 pm Board Room at DC

4. Thursday, August 31, 2023 District Welcome Back 12:30 pm BHS PAC

B. Overnight Trips

1. Buffalo FFA Officer Retreat - Pipestone - August 13-14, 2023

2. Buffalo FFA to State Convention - April 21-23, 2024

3. BCMS 6th Grade Social Studies to Wolf Ridge - July 17-19, 2023

4. CONSENT AGENDA

A. Personnel

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

1. Christopher Bytnar, District-wide Grounds/Custodian effective July 10, 2023.
This is a replacement for Steve Randall.

2. Kelly Russek, Secretary to the Director of Special Services, effective July 24, 2023. This is a replacement for Jill Mischke.

3. Mikaela Gerick, Greeter at Buffalo High School, effective September 5, 2023.

4. Eric Meyers, Special Education ESP at Buffalo Community Middle School, effective September 5, 2023. This is a replacement for Katie Baumgartner.

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

1. Megan Jones, 2nd Grade Teacher at Tatanka Elementary STEM School, resignation effective June 9, 2023.
2. Madison DeMarais, KidKare Supervisor, resignation effective June 30, 2023.

TRANSFER/ CHANGE IN ASSIGNMENT – Approve the following transfers/changes in assignments:

1. Colleen Williams, transfer from ECSE ESP to ESP at Hanover Elementary, effective September 5, 2023. This is a replacement for Nancy Kolasa.

B. Check Disbursements

Payroll checks # 9000136004 through 9000136636, and 206490 through 206490 amounting to \$496,329.10. P-card disbursement checks 8000002439 to 8000002439, totaling \$00. Bill-pay wires 810001630 through 8100001642. Employee reimbursement checks 9100004673 through 9100004686 and Accounts Payable checks 402590 through 402773 for the period of June 15, 2023 – June 30, 2023 as follows:

01	GENERAL FUND	3,820,946.20
02	FOOD SERVICE	38,752.91
04	COMMUNITY SERVICE	39,405.78
05	CAPITAL OUTLAY	32,067.02
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	14,270.51
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	94,524.27
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>113.96</u>
	TOTAL	\$4,040,080.65

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of June 20 - July 5) is as follows:

Date	Vendor & Purpose	Amount
06/20/23	Alerus	\$ 658.00
06/20/23	WEX – Flex/Health Insurance	34,468.96
06/20/23	Delta Dental – Dental Insurance	9,804.73
06/21/23	BCBS - Health Insurance	757,788.33
06/21/23	MN Dept. of Revenue – Sales Taxes	1,339.00
06/21/23	WEX – Flex/Health Insurance	517.86
06/21/23	Delta Dental – Dental Insurance	2,675.97

06/21/23	District #877 Employees – Employee Reimbursement	5,938.15
06/21/23	MN Teachers Retirement Association	908,257.58
06/22/23	WEX – Flex/Health Insurance	263.83
06/23/23	Xcel Energy – Utility	787.83
06/23/23	WEX – Flex/Health Insurance	857.68
06/26/23	Delta Dental – Dental Insurance	14,713.82
06/26/23	WEX – Payment	2,253.25
06/26/23	WEX – Flex/Health Insurance	851.75
06/27/23	WEX – Flex/Health Insurance	2,884.88
06/28/23	WEX – Flex/Health Insurance	43.92
06/30/23	District #877 Employees – Employee Payroll	500,816.36
06/30/23	IRS USA Tax Pmt – Federal Taxes	141,846.75
06/30/23	MN Public Employees Retirement Association	62,545.00
07/03/23	Delta Dental – Dental Insurance	8,439.62
07/03/23	MN Teachers Retirement Association	26,643.91
07/03/23	MN Dept. of Revenue – State Taxes	21,698.68
07/03/23	Educators Benefit Consultants – Deferred Annuities	17,731.90
07/03/23	WEX – Flex/Health Insurance	585.00
07/05/23	eBay	(186.07)
07/05/23	WEX – Flex/Health Insurance	9,214.87
	Total	<u>\$ 2,533,441.56</u>

D. Minutes - June 26, 2023 Regular Meeting

E. 2023-24 Memberships

1. Minnesota School Boards Association
2. Schools for Equity in Education
3. Association of Metropolitan School Districts

Lee/Bjorklund to approve

Motion carried 7-0

5. ACTION ITEMS

A. Resolution Calling Election, Scott Thielman, Superintendent

This election will have zero impact on property taxes due to the rolloff of the previous election.

Amanda Lawrence moved the following resolution:

RESOLUTION RELATING TO AUTHORIZING THE ISSUANCE OF SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON

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

1. The School Board hereby finds and determines that it is necessary and expedient for the School District to borrow money in an aggregate principal amount not to exceed \$41,500,000 and not to exceed any limitation upon the incurring of

indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the construction of secure entrances to the high school and middle school; the construction and installation of HVAC improvements at school sites and facilities; the acquisition of furniture, fixtures, technology and equipment; renovations and remodeling of classrooms at school sites and facilities; remodeling and enhancements to the auditorium; improvements and upgrades to playgrounds; and roof replacements at school sites and facilities. The question on the borrowing of funds for these purposes shall be School District Question 1 on the School District ballot at the special election held to approve said authorization.

2. The administration of the School District is hereby authorized and directed to consult with the Minnesota Department of Education and cause a proposal to be prepared and submitted to the Commissioner of Education for the Commissioner's Review and Comment on behalf of the School Board, and to take such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended. Any such actions taken by the administration prior to the date of this resolution are hereby ratified, confirmed, and approved in all respects. The actual holding of the special election on School District Question 1, specified above shall be contingent upon the receipt of a positive or unfavorable (provided applicable statutory requirements are met) Review and Comment from the Commissioner of Education on the projects included in that question.

3. The Clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the School District at least forty-eight (48) but not more than sixty (60) days prior to the date of the special election specified below.

4. The School Board must hold a public meeting to discuss the Commissioner's Review and Comment before the referendum for bonds.

5. The ballot questions specified above shall be submitted to the qualified voters of the School District at a special election, which is hereby called and directed to be held on Tuesday, November 7, 2023, between the hours of 7:00 o'clock a.m and 8:00 o'clock p.m. This date is a uniform election date specified in Minnesota Statutes, Section 205A.05.

6. Pursuant to Minnesota Statutes, Section 205A.11, the School District's combined polling places and the precincts served by the combined polling places, as previously established and designated by a resolution of the School Board adopted November 28, 2022, for elections held in 2023, are hereby designated for this special election.

7. The Clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the School District is located, in whole or in part, and to the Commissioner of Education, at least

seventy-four (74) days prior to the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

8. The Clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the School District, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election. The notice of election so published (and posted as set forth below) shall state each question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

9. The Clerk is hereby authorized and directed to cause notice of said special election to be posted for public inspection at the administrative offices of the School District at least ten (10) days before the date of said special election.

10. The Clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the School District at least four (4) days before the date of said special election and to cause two sample ballots to be posted in each combined polling place on election day. The sample ballots shall not be printed on the same color paper as the official ballot.

11. The Clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling places on election day.

12. The Clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date. The Clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate officials regarding preparation and distribution of ballots, election administration and cost sharing.


13. The Clerk is further authorized and directed to cause a ballot to be prepared for use at said election in substantially the following form, with such changes in form, color, instructions, and content as may be necessary to accommodate an optical scan voting system or to comply with the form and content requirements of applicable state election laws:

Special Election Ballot

Independent School District No. 877 (Buffalo-Hanover-Montrose Schools)

November 7, 2023

Instructions to Voters:

To vote, completely fill in the oval(s) next to your choice(s) like this: 

To vote for a question, fill in the oval next to the word "Yes" on that question.
To vote against a question, fill in the oval next to the word "No" on that question.

School District Question 1 Approval of School District Bond Issue

☐

Yes

☐

No

Shall the school board of Independent School District No. 877 (Buffalo-Hanover-Montrose Schools) be authorized to issue its general obligation school building bonds in an amount not to exceed \$41,500,000 to provide funds for the acquisition and betterment of school sites and facilities, including the construction of secure entrances to the high school and middle school; the construction and installation of HVAC improvements at school sites and facilities; the acquisition of furniture, fixtures, technology and equipment; renovations and remodeling of classrooms at school sites and facilities; remodeling and enhancements to the auditorium; improvements and upgrades to playgrounds; and roof replacements at school sites and facilities?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU
ARE VOTING FOR A PROPERTY TAX INCREASE.**

14. Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

15. If the School District will be contracting to print the ballots for this special election, the Clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit or certified check acceptable to the Clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The Clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

16. The Clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The Clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance by publishing the Notice of Testing once in the official newspaper and by causing the notice to be posted in the office of the county auditor, the administrative offices of the School District, and the office of any other local election official conducting the test.

17. The Clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

18. As required by Minnesota Statutes, Section 203B.121, the School Board hereby establishes a ballot board to process, accept and reject absentee ballots at School District elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the School District and generally to carry out the duties of a ballot board as provided by Section 203B.121 and other applicable laws. The ballot board must consist of a sufficient number of election judges. The ballot board may include deputy county auditors and deputy city clerks who have received training in the processing and counting of absentee ballots. The Clerk or the Clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The Clerk or the Clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the School Board from time to time as to its status. Each member of the ballot board shall be

paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day. Each member of the ballot board must be provided adequate training on the processing and counting of absentee ballots, including but not limited to instruction on accepting and rejecting absentee ballots, storage of absentee ballots, timelines and deadlines, the role of the ballot board, procedures for opening absentee ballot envelopes, procedures for counting absentee ballots, and procedures for reporting absentee ballot totals.

19. The Clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling places during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the School Board for canvass in the manner provided for other School District elections. The election must be canvassed between the third and the tenth day following the election.

20. The Clerk shall make all Campaign Financial Reports required to be filed with the School District under Minnesota Statutes, Section 211A.02 available on the School District's website. The Clerk must post the report on the School District's website as soon as possible, but no later than thirty (30) days after the date of the receipt of the report. The School District must make a report available on the School District's website for four years from the date the report was posted to the website. The Clerk must also provide the Campaign Finance and Public Disclosure Board with a link to the section of the website where reports are made available.

Sheila Smude seconded the motion to approve

Discussion – polling place locations – must use polling places used in local municipal elections and declared annually for an election not held on a general election date. If we would move a polling place, we would need to send a mailing to every registered voter affected. Working with Wright County to see if they would administer absentee voting.

Motion carried 7-0

B. FY 25 Long Term Facilities Maintenance Plan Revision, Ryan Tangen, Director of Finance and Operations

This is due to new legislation requiring schools to provide single stall, single user bathrooms. This is an additional cost of \$12,500.

Susan Lee moved the adoption of the following resolution:

**SCHOOL BOARD RESOLUTION
INDEPENDENT SCHOOL DISTRICT NO. 877
ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 25
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2021, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

Amanda Lawrence seconded the motion
Motion carried 7-0

C. Resolution Authorizing Signers for Electronic Transfers, Ryan Tangen, Director of Finance and Operations

Be it resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson and Michelle Dionne.

Hoffman/Smude to approve
Motion carried 7-0

D. Resolution Authorizing Signers for Official Depositories, Ryan Tangen, Director of Finance and Operations

Be it resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Melissa Brings - Chairperson, Adam Bjorklund – Clerk, Amanda Lawrence – Treasurer; Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson and Michelle Dionne.

Lee/Bjorklund to approve
Motion carried 7-0

E. 2023-24 Substitute Pay Rates, Ryan Tangen, Director of Finance and Operations
Annually look at rates in districts surrounding us to be competitive. Substitutes continue to be difficult to retain.

Lawrence/Lee to approve
Motion carried 6-0
Smude abstained

F. Resolution for City of Buffalo Easement, Ryan Tangen, Director of Finance and Operations

Land being considered is connected to the middle school. This is due to the construction of a Starbucks and Chipotle. The construction of a culdesac will allow city street equipment to clear snow, etc. Very little impact to the district since this is wetlands that are not buildable.

Hoffman/Lee to approve

Discussion: what if we would not give the easement – they would have to revisit their plan. Any concern about increased traffic – wouldn't expect that since it is the vet clinic.

Motion carried 7-0

G. Policies Requiring Annual Review - #722 Public Data Requests, Scott Thielman, Superintendent

This policy requires annual review. There are no recommended revisions.

Lawrence/Lee to approve

Motion carried 7-0

6. REPORTS

A. Out-of-State Trips, Gary Wirkus, BHS Ag Teacher and FFA Advisor

1. FFA to Indiana – Five students will attend the National Convention in October. FFA member Miriana Eiden will compete nationally in the Prepared Public Speaking event. FFA Alumni sponsor the cost of the trip.
2. FFA Horse Judging to Wisconsin – The University of MN no longer hosts this competition. Minnesota can compete in the Wisconsin competition held on the University of WI – River Falls campus in October.

These trips will be presented for formal approval at the August school board meeting.

7. COMMITTEE REPORTS - none

8. SUPERINTENDENT'S REPORT

Buffalo Chamber's Good Morning Buffalo will be hosted by the Community Theater at the BHS PAC this week.

Ryan, Tim, Kim and Paul will take the opportunity to share what upgrades would take place in the PAC with a successful election.

9. ADJOURN

Sansevere/Lawrence to adjourn at 5:10 pm

Motion carried 7-0

Respectfully submitted

Adam Bjorklund, Clerk
ISD 877 Board of Education