

**Buffalo-Hanover-Montrose Schools**  
**School Board Meeting**  
MINUTES  
Monday, July 18, 2022  
Regular Meeting  
Board Room  
214 - 1st Ave NE  
Buffalo, MN 55313  
4:30 PM

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1. CALL TO ORDER by Chair Melissa Brings at 4:30 p.m. AND ROLL CALL  
Present: Melissa Brings, Sue Lee, Adam Bjorklund, Amanda Reineck, Ken Ogden  
Absent: Bob Sansevere, Amanda Lawrence

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Public Comment - none
- C. Approval of Agenda  
Lee/Reineck to approve  
Motion carried 5-0

3. COMMUNICATIONS

A. Board Calendar Dates

- 1. Monday, August 8, 2022 - Board Workshop 4:30 p.m. Discovery Center Board Room
- 2. Monday, August 22, 2022 - Board Meeting 7:00 p.m. Discovery Center 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. Megan Martin, English Teacher at Buffalo Community Middle School, effective August 22, 2022. This is a replacement for Brandon Aldrich.
- 2. Ryan Sullivan, ESP at Montrose Elementary School of Innovation, effective September 6, 2022.
- 3. Jessica Sorensen, Special Education ESP at Tatanka Elementary STEM School, effective September 6, 2022.
- 4. Bridget Lindeman, Adult/Youth Enrichment Coordinator, effective July 11, 2022.
- 5. Nicole Tuchscherer, .352 FTE ECFE Teacher, effective August 22, 2022.
- 6. Danielle Stein, .393 FTE ECFE Teacher, effective August 22, 2022.
- 7. Sarah LaPointe, .364 FTE ECFE Teacher, effective August 22, 2022.
- 8. Kristi Pfau, .393 FTE Long-term Substitute ECFE Teacher, effective September 22, 2022 and ending November 21, 2022.

9. Kara Radke, Learning Recovery Teacher at Buffalo High School/Phoenix Learning Center, effective August 22, 2022.
10. Tandrell Foster, Jr., Special Education Teacher at Buffalo High School, effective August 22, 2022. This is a replacement for Barbara Moll.

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

1. Diane Smogard-Mastel, ECFE Teacher, retirement effective December 12, 2022.
2. Briana Tschackofske, District Health and Safety Coordinator, resignation effective July 15, 2022.
3. Dana Schaut, ESP at Northwinds Elementary, retirement effective June 9, 2022.
4. Marissa Russell, ESP at Buffalo High School, resignation effective June 9, 2022.
5. Bridget Barton, ESP at Hanover Elementary, resignation effective June 9, 2022.
6. Alison Kutter, Special Education ESP at PRIDE, resignation effective June 9, 2022.
7. Rick Aulwes, Head Engineer at Buffalo Community Middle School, resignation effective July 15, 2022.
8. Jill Starr, ESP at Buffalo High School, retirement effective June 9, 2022.

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

1. Amy VanBeusekom, Special Education Teacher, transfer from Tatanka Elementary STEM School to Northwinds Elementary, effective August 29, 2022. This is a replacement for Danielle Collins.
2. Erika Clifton, change in assignment from 1.0 FTE English Teacher to .557 FTE English Teacher and .333 FTE LLC Specialist at Buffalo High School, effective August 29, 2022.
3. Dana Pearson, ECFE Teacher, increase from .720 to .834 FTE, effective July 1, 2022.
4. Patty Lammers, ECFE Teacher, decrease from .746 to .716 FTE, effective July 1, 2022.
5. Annette Rabusch, ECFE Teacher, increase from .745 to .887 FTE, effective July 1, 2022.
6. Jennifer Robeck, ECFE Teacher, increase from .878 to .883 FTE, effective July 1, 2022.
7. Emily Pearson, ECFE Teacher, increase from .971 to .992 FTE, effective July 1, 2022.
8. Miranda Weber, ECFE Teacher, decrease from .995 to .935 FTE, effective July 1, 2022.
9. Diane Smogard-Mastel, ECFE Teacher, increase from .709 to .742, effective July 1, 2022.
10. Kathryn Lohse, transfer from Nutrition Services Lead at Buffalo High School to Nutrition Services Manager at Montrose Elementary School of Innovation, effective August 29, 2022. This is a replacement for Fay Susa.

11. Christina Bruce, transfer from Nutrition Services Assistant to Nutrition Services Lead at Buffalo High School, effective August 29, 2022. This is a replacement for Kathryn Lohse.
12. Alicia Meyer, District ECSE ESP, increase from 13.75 to 22 hours/week, effective September 6, 2022.
13. Sarah Schaar, District ECSE ESP, increase from 23.25 to 27 hours/week, effective September 6, 2022.
14. Kelly Davey, District ECSE ESP, increase from 19 to 21.5 hours/week, effective September 6, 2022.
15. Kelly Bimson, Special Education ESP at Buffalo High School, decrease from 31.25 to 30 hours/week, effective September 6, 2022.
16. Julie Harvey, Special Education ESP at Buffalo High School, decrease from 30 to 27.5 hours/week, effective September 6, 2022.
17. Melissa Henkemeyer, Special Education ESP at Buffalo High School, decrease from 30 to 27.5 hours/week, effective September 6, 2022.
18. Michelle Lancaster, decrease from 4 to 3.5 hours/day as Special Education ESP and increase from 2 to 2.5 hours/day as Supervisory ESP at Buffalo High School, effective September 6, 2022.
19. Tamra Otten, ESP at Buffalo High School, decrease from 35 to 32.5 hours/week, effective September 6, 2022.
20. Terri Schmidt, Special Education ESP at Buffalo High School, decrease from 31.25 to 30 hours/week, effective September 6, 2022.
21. Myrna Tjaden, Special Education ESP at Buffalo High School, increase from 30 to 32.5 hours/week, effective September 6, 2022.
22. Katie Baumgartner, ESP at Buffalo Community Middle School, increase from 4 to 6 hours/day as Special Education and decrease from 3 to .5 hours/day as Supervisory, effective September 6, 2022.
23. Karla Biegler, Special Education ESP, transfer from 32.5 hours/week at Northwinds Elementary to 33.75 hours/week at Buffalo Community Middle School, effective September 6, 2022.
24. Dustine Jerde, increase from 20 to 25 hours/week as ESP at Buffalo Community Middle School, effective September 6, 2022.
25. Katelyn Pitchford, Special Education and Supervisory ESP at Buffalo Community Middle School, increase from 32.5 to 33.75 hours/week, effective September 6, 2022.
26. Jan Fournier, ESP at Parkside Elementary, change from Special Education SDC to Special Education, effective September 6, 2022.
27. Michelaine Lauer, ESP at Parkside Elementary, increase from 2.5 to 2.75 hours/day as Supervisory and change from 2.5 Instructional to 3.25 hours/day as Special Education, effective September 6, 2022.
28. Lisa Mills, ESP at Parkside Elementary, increase from 22.5 to 27.5 hours/week, effective September 6, 2022.
29. Bethany Bienias, Special Education ESP at Hanover Elementary, decrease of 2.5 hours/day as Supervisory, effective September 6, 2022.
30. Cynthia Johnson, ESP at Hanover Elementary, decrease from 30 to 27.5 hours/week, effective September 6, 2022.

31. Jennifer Reid-Poser, ESP at Hanover Elementary, increase from 16.25 to 17.5 hours/week, effective September 6, 2022.
32. Jaime Anderson, change from 2.25 to 1 hour/day as ESP and from 5.75 to 7 hours/day as School Secretary at Montrose Elementary School of Innovation, effective September 6, 2022.
33. Rebecca Braith, decrease of .25 hours/day as Crossing Guard ESP at Montrose Elementary School of Innovation, effective September 6, 2022.
34. Barbara Clifton, decrease of .5 hours/day as Supervisory ESP and increase from 6 to 6.5 hours/day as Special Education ESP at Montrose Elementary School of Innovation, effective September 6, 2022.
35. Melissa Mottlow, increase from 3.25 to 6 hours/day as SEBS ESP and decrease of 2.75 hours/day as Supervisory/Instructional ESP at Montrose Elementary School of Innovation, effective September 6, 2022.
36. Miah Simpson, Special Education ESP at Montrose Elementary School of Innovation, increase from 6 to 6.5 hours/day, effective September 6, 2022.
37. Kallie Wycoff, Special Education ESP at Montrose Elementary School of Innovation, increase from 6 to 6.5 hours/day, effective September 6, 2022.
38. Susanne Blevins, ESP at Tatanka Elementary STEM School, increase from 27.5 to 32.5 hours/week, effective September 6, 2022.
39. Silvonna Elletson, Special Education ESP at Tatanka Elementary STEM School, increase from 31.25 to 33.75 hours/week, effective September 6, 2022.
40. Sunshine Hedlund, ESP at Tatanka Elementary STEM School, increase from 25 to 30 hours/week, effective September 6, 2022.
41. Bette Koepsell, ESP at Tatanka Elementary STEM School, increase from 25 to 28.75 hours/week, effective September 6, 2022.
42. Kimberly Laumann, ESP at Tatanka Elementary STEM School, increase from 3.75 to 6.5 hours/day as Supervisory/Instructional and elimination of 2.75 hours/day as Special Education, effective September 6, 2022.
43. Lori Lipinski, ESP at Tatanka Elementary STEM School, increase from 31.25 to 32.5 hours/week, effective September 6, 2022.
44. Nicole Miller, ESP at Tatanka Elementary STEM School, increase from 26.25 to 32.5 hours/week, effective September 6, 2022.
45. Todd Owens, Special Education ESP at Tatanka Elementary STEM School, increase from 30 to 32.5 hours/week, effective September 6, 2022.
46. Dana Weber, Special Education ESP at Tatanka Elementary STEM School, increase from 30 to 32.5 hours/week, effective September 6, 2022.
47. Callie Aspen, ESP at Discovery Elementary, increase from 31.25 to 32.5 hours/week, effective September 6, 2022.
48. Shelley Fadden, ESP at Discovery Elementary, decrease from 6 to 5 hours/day as Special Education and increase from .75 to 1.75 as Instructional/Supervisory, effective September 6, 2022.
49. Patricia Moe, ESP at Discovery Elementary, decrease from 32.5 to 31.25 hours/week, effective September 6, 2022.
50. Michelle Crawford, ESP at Northwinds Elementary, increase from 3.75 to 4 hours/day as Instructional, and addition of .25 hours/day as Crossing Guard, effective September 6, 2022.

51. Deborah Eder, ESP at Northwinds Elementary, decrease from 30 to 26.5 hours/week, effective September 6, 2022.
52. Tracy Hoff-Cotton, Special Education ESP at Northwinds Elementary, increase from 30 to 32.5 hours/week, effective September 6, 2022.
53. Chad Maenke, Special Education ESP at Northwinds Elementary, increase from 28.75 to 31.25 hours/week, effective September 6, 2022.
54. Damon Reeves, ESP at Northwinds Elementary, increase from 30 to 32.5 hours/week, effective September 6, 2022.
55. Chloe Reineccius, ESP at Northwinds Elementary, increase from 28.75 to 32.5 hours/week, effective September 6, 2022.
56. Michelle Whitworth, ESP, transfer from 33.75 hours/week at Buffalo Community Middle School to 32.5 hours/week at Northwinds Elementary, effective September 6, 2022.
57. Krystin Willman, Special Education ESP at Northwinds Elementary, increase from 31.25 to 32.5 hours/week, effective September 6, 2022.

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

1. Shanlee Maher, School Counselor at Buffalo High School, request for leave of absence effective on or about November 10, 2022 and ending January 24, 2023.
2. Kari Skeen-Lenzemeier, Media Specialist at Hanover Elementary, approval of leave of absence under ULA provisions, effective with the 2022-23 school year.
3. Emily Schoephoester, Social Studies Teacher at Buffalo Community Middle School, approval of leave of absence under ULA provisions, effective with the 2022-23 school year.

B. Check Disbursements

Payroll checks # 9000116342 through 9000117316, and 206317 through 206352 amounting to \$844,923.76. P-card disbursement checks 8000002030 to 8000002030, totaling \$.00. Bill-pay wires 810001323 through 8100001347. Employee reimbursement checks 9100003942 through 9100003990, and Accounts Payable checks 399779 through 399961 for the period of March 7, 2022 – July 20, 2022 as follows:

01	GENERAL FUND	5,845,307.96
02	FOOD SERVICE	126,687.96
04	COMMUNITY SERVICE	134,449.47
05	CAPITAL OUTLAY	374,745.52
06	NEW BUILDING	.00
07	DEBT SERVICE	950.00
09	ACTIVITY FUND	9,147.06
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	288,709.62
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>.00</u>
	TOTAL	\$6,779,997.59

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of June 20 - July 10) is as follows:

Date	Vendor & Purpose	Amount
06/21/22	Xcel Energy – Utility	\$ 775.68
06/21/22	Alerus	536.00
06/21/22	BCBS - Health Insurance	732,922.11
06/21/22	Further – Flex/Health Insurance	39,057.05
06/22/22	Delta Dental – Dental Insurance	7,570.92
06/22/22	MN Dept. of Revenue – Sales Taxes	1,081.00
06/22/22	Further – Flex/Health Insurance	19,591.53
06/22/22	Delta Dental – Dental Insurance	2,483.38
06/27/22	Delta Dental – Dental Insurance	17,721.50
06/29/22	District #877 Employees – Employee Reimbursement	3,009.86
06/29/22	Further – Flex/Health Insurance	611.69
06/30/22	District #877 Employees – Employee Payroll	453,917.23
06/30/22	Chicago USA Tax Pmt – Federal Taxes	132,600.80
06/30/22	MN Public Employees Retirement Association	60,441.62
06/30/22	MN Teachers Retirement Association	26,127.61
07/01/22	Xcel Energy – Utility	82.75
07/01/22	MN Dept. of Revenue – State Taxes	19,133.20
07/01/22	Educators Benefit Consultants – Deferred Annuities	17,522.37
07/05/22	Further – Flex/Health Insurance	5,067.92
07/05/22	Further – Flex/Health Insurance	466.64
07/06/22	Delta Dental – Dental Insurance	16,788.49
07/06/22	BMO Corporate MasterCard – P-Card	173,839.03
07/07/22	Further – Flex/Health Insurance	7,902.48
07/08/22	FeePay - Communtiy Service Fund Fee	1,450.00
07/08/22	FeePay - Community Ed Fee	5,756.80
	Total	<u>\$ 1,746,457.66</u>

D. Minutes - June 27, 2022 Regular Meeting

E. Donations/Grants totalling \$16,353.85.

F. Memberships

1. Association of Metropolitan School Districts
2. Minnesota State High School League
3. Schools for Equity in Education
4. Minnesota State High School League

Ogden/Lee to approve

Motion carried 5-0

## 5. ACTION ITEMS

A. Resolution Authorizing Signatures for Official Depositories, Ryan Tangen, Director of Finance and Operations

Be it resolved that the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Melissa Brings -Chairperson, Bob Sansevere – Clerk, Ken Ogden – Treasurer; Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Kristan Engel.

Reineck/Bjorklund to approve  
Motion carried 5-0

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

Resolved that following persons are authorized to make electronic fund transfers: Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Kristan Engel.

Lee/Bjorklund to approve  
Motion carried 5-0

C. Policies Which Require Annual Review/Legislative Changes

1. 102 - Equal Educational Opportunity, Scott Thielman, Superintendent

Reineck/Lee to approve  
Motion carried 5-0

2. 406 - Public and Private Personnel Data, Evan Ronken, Director of Human Resources

Ogden/Lee to approve  
Motion carried 5-0

3. 410 - Family and Medical Leave, Evan Ronken, Director of Human Resources  
Ogden/Reineck to approve

Discussion regarding possibility of change of leave to PTO (Paid Time Off)  
Motion carried 5-0

4. 413 - Harassment and Violence, Evan Ronken, Director of Human Resources  
Lee/Bjorklund to approve

Motion carried 5-0

5. 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse, Evan Ronken, Director of Human Resources

Ogden/Reineck to approve  
Motion carried 5-0

6. 415 - Mandated Reporting of Maltreatment of Vulnerable Adults, Evan Ronken, Director of Human Resources

Lee/Bjorklund to approve  
Motion carried 5-0

7. 506 - Student Discipline, Pam Miller, Director of Teaching and Learning  
Reineck/Lee to approve

Motion carried 5-0

8. 524 - Internet Acceptable Use and Safety, Mat Nelson, Director of Technology  
New language is notification to families of our technology vendors who we share student data with. If we look into a student's technology use, we need to notify families within 72 hours.

Reineck/Lee to approve  
Motion carried 5-0

9. 806 - Crisis Management, Scott Thielman, Superintendent  
Pandemic has been added to list.

Lee/Ogden to approve

Discussion: Important to have procedure in place if they should ever be needed.

Motion carried 5-0

D. Resolution - LTFM 10-Year Plan, Ryan Tangen, Director of Finance and Operations  
Ten-year plan for expenditures to qualify for the LTFM program. Expenditures include health and safety, deferred maintenance and preventative maintenance.

Bjorklund/Ogden to approve

Motion carried 5-0

E. Out-of-State Trip - FFA to Indiana, Scott Thielman, Superintendent

FFA will travel to Indiana for the National Conference in October. The Buffalo FFA Market Plan and Horse Evaluation teams have qualified to compete at the national level.

Lee/Ogden to approve

Motion carried 5-0

## 6. REPORTS

A. 2022-23 Elementary Handbook, Mat Nelson, Discovery Elementary Principal

The district-wide elementary handbook has revisions in the following areas: dates, internet, health services, digital tool inventory, use of cell phones, electronic equipment and student clothing. Adds language regarding annual technology notice to families.

B. ESSER III Spending Plan Update, Ryan Tangen, Director of Finance and Operations  
Spending Plan was developed in September of 2022 for fiscal years 2021-22 through 2024-25. Plan includes the goal to measure and address academic, social, emotional and mental health impacts on students due to loss of instructional time and a focus on providing a safe learning environment with effective student-to-teacher ratios.

Discussion: is there any discussion regarding funding of the Health and Safety Coordinator with Federal or state funds. Due to the resignation of our Health and Safety Director, considering adding these duties to our nursing staff by increasing our half-time school nurse to a full-time position.

Public Comment: None

C. 1st Reading of Policy - 206 Public Participation in School Board

Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations, Scott Thielman, Superintendent

Creates a Public Comment Procedure for school board meetings. Public comment is not required by law but the BHM District will provide time for this.

Recommending providing a public comment session before the Board meeting from 6:30-6:50 p.m.

Discussion: Add reference to 3:00 p.m. will be on the “day of the meeting”.

## 7. COMMITTEE REPORTS

KO – Insurance Committee

## 8. SUPERINTENDENT'S REPORT



9. CLOSED SESSION

A. Negotiations Parameters, Evan Ronken, Director of Human Resources

Ogden/Lee moved to go into closed session at 5:34 p.m.

Motion carried 5-0

Ogden/Reineck moved to come out of closed session at 6:13 p.m.

Motion carried 5-0

10. OTHER

Ogden/Lee moved to adjourn at 6:15 p.m.

Respectfully submitted,

Bob Sansevere, Clerk  
ISD 877 Board of Education