

**Minutes of Regular  
ISD 877 Board of Education Buffalo-  
Hanover-Montrose Schools**

Monday, July 27, 2020  
Board Room 214  
1st Ave NE Buffalo, MN  
55313  
4:30 PM

1. CALL TO ORDER by Chair Dave Wilson at 4:30 p.m. AND ROLL CALL

Present: Dave Wilson, Bob Sansevere, Sue Lee, Laurie Raymond

Present Virtually: Amanda Reineck, Melissa Brings, Ken Ogden

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment

C. Approval of Agenda

Raymond/Sansevere to approve

Motion carried 7/0 by roll call vote

3. COMMUNICATIONS

A. Proud Of – Task Force and everyone working on COVID-19 procedures, plans, etc.

B. Board Calendar Dates

1. Monday, August 10, 2020 Board Workshop 4:30 p.m. Discovery Board Room

2. Monday, August 24, 2020 Board Meeting 7:00 p.m. Discovery 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. Shanlee Braun, Counselor at Buffalo High School, effective August 24, 2020. This is a replacement for Kristen Lane.
2. Heidi Lucas, part-time .522 FTE Special Education Teacher at Discovery Elementary, effective August 24, 2020.
3. Judy Emerick, long-term substitute Special Education Teacher at Buffalo High School, effective August 24, 2020 and ending June 11, 2021. This is a replacement for Taylor Peterson.
4. Kristine Johnson, long-term substitute Kindergarten Teacher at Hanover Elementary, effective August 24, 2020 and ending June 11, 2021. This is a replacement for Anna Lantz.
5. Andrea Jonasson, FACS Teacher at Buffalo High School, for one section/day effective November 16, 2020 and ending January 29, 2021. This appointment is contingent upon receipt of appropriate licensure.
6. Tess Evens, Special Education Teacher at Buffalo High School, effective August 24, 2020.
7. Katelyn Miller, Special Education ESP at Buffalo Community Middle School, effective September 8, 2020.
8. Samuel Beckstead, Special Education ESP at Buffalo Community Middle School, effective September 8, 2020.

9. Shawna Williamson, Special Education ESP at Buffalo High School, effective September 8, 2020.
10. Susanne Blevins, ESP at Tatanka Elementary STEM School, effective September 8, 2020. This is a replacement for Linda Augustson.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignation/

retirement/termination:

1. Alison Hietanen, KidKare Supervisor at Tatanka Elementary STEM School, resignation effective June 26, 2020.
2. Crystal Hipple, ECSE ESP, termination effective June 4, 2020.
3. Kayla Schwartz, ESP at Parkside Elementary, resignation effective June 4, 2020.
4. Victoria Rucks, ESP at Northwinds Elementary, resignation effective June 4, 2020.

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

1. Anita Erkens-Trutwin, transfer from Special Education Teacher to OJT Coordinator and Special Education Work Based Learning Teacher, effective August 31, 2020. This is a replacement for Scott Larsen.
2. Natasha Leach, transfer from English Teacher at Buffalo Community Middle School to MnTC Coordinator/Special Transitional Skills and Career Development Focus Teacher, effective August 31, 2020. This is a replacement for Anita Erkens-Trutwin.
3. Hannah Anderson, Special Education ESP at Buffalo High School, increase from 4 to 6 hours/day, effective September 8, 2020.
4. Heidi Culshaw-Floer, Special Education ESP at Buffalo High School, decrease from 1.25 to .25 hours/day for Transportation, effective September 8, 2020.
5. Christie Mastey, Special Education ESP at Buffalo High School, decrease from 1.25 to .25 hours/day for Transportation, effective September 8, 2020.
6. Michelle Styve, Special Education ESP at Buffalo High School, decrease of .5 hours/day for Transportation, effective September 8, 2020.
7. Kristine Simonson, Special Education ESP at Buffalo High School, decrease of .5 hours/day for Transportation, effective September 8, 2020.
8. Terri Schmidt, Special Education ESP at Buffalo High School, decrease of .75 hours/day for Transportation, effective September 8, 2020.
9. Leanne Miller, Special Education ESP at Buffalo High School, decrease of .5 hours/day for Transportation, effective September 8, 2020.
10. Kathleen Morgan, ECSE Headstart ESP, decrease from 27.5 to 25 hours/week, effective September 8, 2020.
11. Bridget Barton, ESP at Hanover Elementary, increase from 3.25 to 5.5 hours/day, effective September 8, 2020.
12. Amy Park, Special Education ESP at Tatanka Elementary STEM School, additional assignment as SEB ESP and increase from 5 to 6 hours/day, effective September 8, 2020.
13. Anna Palmer, Special Education ESP at Parkside Elementary, additional assignment as SEB ESP and decrease from 6.5 to 6.25 hours/day, effective September 8, 2020.
14. Jasmine Hopkins, KidKare Supervisor at Northwinds Elementary, increase from 25 to 30 hours/week, effective June 29, 2020.
15. Kim Hinrichs, Director of Nutrition Services, increase from 240 to 260 days per year effective July 1, 2020 and ending June 30, 2021.
16. Katie Baumgartner, KidKare Supervisor, 30 hours/week, effective June 1, 2020 and then increase to 40 hours/week effective September 8, 2020. This is a correction.
17. Cheryl Kienholz, KidKare Supervisor, 30 hours/week, effective June 1, 2020 and then increase to 40 hours/week effective September 8, 2020. This is a correction.
18. Lori Lipinski, ESP at Tatanka Elementary STEM School, decrease from 32.5 to 25 hours/week, effective September 8, 2020. This is a correction.

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

1. Kristina Jeske, KidKare Staff at Parkside Elementary, request for leave of absence effective May 30, 2020 and ending July 17, 2020.
2. Jasmine Hopkins, KidKare Supervisor at Northwinds Elementary, extension of leave of absence to end June 29, 2020.
3. Amanda Pepper, KidKare Supervisor at Tatanka Elementary STEM School, request for leave of absence effective March 16, 2020 and ending October 5, 2020.
4. Ken Beise, part-time Custodian at Northwinds Elementary, extension of leave of absence to end August 3, 2020.
5. Susan Bartz, Principal’s Secretary at Parkside Elementary, request for leave of absence, effective October 22, 2020 and ending December 2, 2020.
6. Daniel Manz, Head Engineer at Parkside Elementary, request for leave of absence, effective July 21, 2020 and ending October 21, 2020.

B. Check Disbursements

Payroll checks # 9000078769 through 9000079672, and 205847 through 205856 amounting to \$5,833,335.17. P-card disbursement checks 8000001297 to 8000001321, totaling \$151611.43. Bill-pay wires 800000840 through 8000000862. Employee reimbursement checks 9100002988 through 9100002998, and Accounts Payable checks 394139 through 394329, for the period of June 21 – July 22 as follows:

01	GENERAL FUND	6,764,192.53
02	FOOD SERVICE	294,859.76
04	COMMUNITY SERVICE	161,664.42
05	CAPITAL OUTLAY	877,271.58
06	NEW BUILDING	103,668.15
07	DEBT SERVICE	950.00
09	ACTIVITY FUND	108,124.34
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	63,420.44
47	DEBT REDEMPTION	.00
51	ACTIVITIES	.00
	TOTAL	\$8,456,011.79

C. Electronic Fund Transfers

<b>Date</b>	<b>Vendor &amp; Purpose</b>	<b>Amount</b>
06/15/20	District #877 Employees – Employee Payroll	\$ 3,623,810.13
06/15/20	Chicago USA Tax Pmt – Federal Taxes	1,213,434.96
06/15/20	MN Public Employees Retirement Association	59,891.19
06/15/20	MN Teachers Retirement Association	804,776.80
06/15/20	Delta Dental – Dental Insurance	4,447.11
06/16/20	eBay Inc.	1,049.93
06/16/20	MN Dept. of Revenue - Child Support	214.50
06/16/20	MN Dept. of Revenue - Garnishments	505.61
06/16/20	MN Dept. of Revenue – State Taxes	195,697.05
06/16/20	Educators Benefit Consultants – Deferred Annuities	190,153.10
06/17/20	Further – Flex/Health Insurance	5,219.97
06/17/20	District #877 Employees – Employee Reimbursement	310.80
06/19/20	Xcel Energy – Utility	562.39
06/19/20	Further – Flex/Health Insurance	6,640.90
06/22/20	Further – Flex/Health Insurance	2,006.00
06/23/20	Delta Dental – Dental Insurance	10,724.69
06/24/20	Further – Flex/Health Insurance	10,317.73
06/29/20	Delta Dental – Dental Insurance	9,195.58
06/30/20	District #877 Employees – Employee Reimbursement	347.45
06/30/20	District #877 Employees – Employee Payroll	401,930.56
06/30/20	Chicago USA Tax Pmt – Federal Taxes	137,204.25
07/01/20	MN Teachers Retirement Association	22,168.99
07/01/20	MN Public Employees Retirement Association	57,457.25
07/01/20	MN Dept. of Revenue - Garnishments	808.08
07/01/20	MN Dept. of Revenue – State Taxes	21,555.67
07/01/20	BCBS - Health Insurance	849,304.00
07/01/20	Further – Flex/Health Insurance	7,868.37
07/02/20	Xcel Energy – Utility	77.20
07/02/20	Educators Benefit Consultants – Deferred Annuities	12,953.23
07/03/20	Further – Flex/Health Insurance	3,856.14
07/07/20	BMO Corporate MasterCard – P-Card	78,491.69
07/07/20	Delta Dental – Dental Insurance	16,681.23
07/08/20	VANCO - Food Service Fee	11.02
07/08/20	FeePay - Communtiy Service Fund Fee	4,825.38
07/08/20	Further – Flex/Health Insurance	1,222.72
5. 07/09/20	Further – Flex/Health Insurance	1,125.00

A. Minutes - June 22, 2020 Regular Meeting

B. Donations/Grants \$1950.00

C. Memberships - 2020-21 Minnesota School Boards Association

Lee/Sansevere to approve  
Motion carried 7-0 by roll call vote

## 6. ACTION ITEMS

- A. Resolution Relating to the Election of School Board Members and Calling the School District General Election – Anita Underberg, Adm. Asst. to Superintendent and BOE

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

1. It is necessary for the school district to hold its general election for the purpose of electing four school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. The general election is hereby called and directed to be held in conjunction with the state general election on Tuesday, the 3<sup>rd</sup> day of November, 2020, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
3. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.
4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least seventy-four (74) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause notice of said general 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 posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this 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 election officials regarding preparation and distribution of ballots, election administration and cost sharing.

6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.


## GENERAL ELECTION BALLOT

### INDEPENDENT SCHOOL DISTRICT NO. 877 BUFFALO-HANOVER-MONTROSE

NOVEMBER 3, 2020

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#### Instructions to Voters:

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

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#### School Board Member

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#### Vote for Up to Four

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- Candidate U
- Candidate V
- Candidate W
- Candidate X
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any
- \_\_\_\_\_  
write-in, if any

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.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.
8. If the school district will be contracting to print the ballots for this 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 shall, if requested by the election official, 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.
9. The individuals designated as judges for the state general election shall act as judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.
10. The School District 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.
11. The Board appoints Anita Underberg as the School Election Clerk to handle duties as assigned by the Board of Education Clerk.

Sansevere/Raymond to approve  
Motion carried 7-0 by roll call vote

B. Authorization of Signers for Electronic Fund Transfers, Gary Kawlewski, Director of Finance and Operations

Allows for a new signer, Sherry Englund, District Accountant

Lee/Raymond to approve  
Motion carried 7-0 by roll call vote

C. Authorization of Signers for Depositories – Gary Kawlewski, Director of Finance and Operations

Allows for a new signer, Sherry Englund, District Accountant

Sansevere/Lee to approve  
Motion carried 7-0 by roll call vote

## 7. REPORTS

### A. 2020-21 Elementary Handbook, Mat Nelson, Discovery Elementary Principal

Revisions include dates and the school calendar, Health Services including a change from 100.5 to 100.4 degrees temperature indicating a child has a fever and should stay home from school, (this aligns with COVID-19 requirements as well), Wellness Policy and Nutrition Services. Understand that some of the references wont apply during COVID-19 restrictions.

## 8. COMMITTEE REPORTS

KO – District Insurance Committee

## 9. SUPERINTENDENT'S REPORT

Working on plans for how we will return to school this fall. Once we hear the Governor's decision on Thursday, we will email all families with our plans.

## 10. OTHER

Ogden/Sansevere to adjourn at 5:10 p.m.

Respectfully submitted,

Melissa Brings, Clerk  
ISD 877 Board of Education