

# Buffalo-Hanover-Montrose Schools

## School Board Meeting Minutes

Monday, August 23, 2021 Regular Meeting  
Board Room 214 - 1st Ave NE  
Buffalo, MN 55313  
7:00 PM

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### 1. CALL TO ORDER by Vice Chair Sue Lee at 7:00 p.m. AND ROLL CALL

Present: Amanda Reineck, Adam Bjorklund, Sue Lee, Ken Ogden, Bob Sansevere, Amanda Lawrence

Absent: Melissa Brings

### 2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment

Public comments regarding masking and transgender were heard.

C. Approval of Agenda

Sansevere/Ogden to approve

Motion carried 6-0

### 3. COMMUNICATIONS

A. Board Calendar Dates

1. Thursday, September 2, 2021 District Welcome Back 12:30 p.m. BHS PAC

2. Monday, September 13, 2021 Board Workshop 4:30 p.m. PES

3. Monday, September 27, 2021 Board Meeting 7:00 p.m. 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. Kimberly Archibald, Special Education Teacher at Buffalo High School, effective August 23, 2021. This is a replacement for Sandy Hanson.

2. Alyssa Fligge, English Teacher at Buffalo High School, effective August 23, 2021. This is a replacement for Megan Usset.

3. Barbara Metcalf, Special Education Teacher at Buffalo High School, effective August 23, 2021. This is a replacement for Michelle Ryder.

4. Jacob Haarstad, English Teacher at Buffalo High School, effective August 23, 2021. This is a replacement for Tracy Durant.

5. Andrea Jonasson, part-time Family and Consumer Science Teacher at Buffalo High School, effective during Terms 1, 3 and 4.

6. Cheryl Laney, ECFE Assistant at Parkside Elementary, effective August 30, 2021. This is a replacement for Mary Moe.
7. Amanda West, Special Education ESP at Tatanka Elementary STEM School, effective September 7, 2021. This is a replacement for Sarah Balsters.
8. Sunshine Hedlund, ESP at Tatanka Elementary STEM School, effective September 7, 2021. This is a replacement for Holly Kelly.
9. Patricia Moe, Special Education ESP at Tatanka Elementary STEM School, effective September 7, 2021. This is a replacement for Katilynne Jarmon.
10. Alexia Dahlke, Special Education ESP at Parkside Elementary, effective September 7, 2021. This is a replacement for Jane VanDorp.
11. Eileen O’Leary, Special Education ESP at Parkside Elementary, effective September 7, 2021. This is a replacement for Damon Reeves.
12. Chloe Reineccius, ESP at Northwinds Elementary, effective September 7, 2021.

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

1. Sandra Hanson, Special Education Teacher at Buffalo High School, resignation effective June 11, 2021.
2. Rachel Busch, Science Teacher at Buffalo High School, resignation effective June 11, 2021.
3. Kimberly Dingmann, Scheduling Assistant Secretary at Buffalo Community Middle School, retirement effective October 22, 2021.
4. Erin Conner, District-wide Health Office ESP, resignation effective June 10, 2021.
5. Marie Otten, ESP at Northwinds Elementary, resignation effective June 10, 2021.
6. Holly O’Sullivan, Special Education ESP at Montrose Elementary School of Innovation, resignation effective June 10, 2021.
7. Stacy Uecker, Special Education ESP at PRIDE, resignation effective June 10, 2021.
8. Kathleen Morgan, ECSE ESP, resignation effective June 10, 2021.
9. Angela Masteller, ESP at Parkside Elementary, resignation effective June 10, 2021.
10. Anna Palmer, Special Education ESP at Parkside Elementary, resignation effective June 10, 2021.
11. April Vedders, ESP at Buffalo Community Middle School, resignation effective June 10, 2021.
12. Stephanie Eggert, ECFE Classroom Assistant, resignation effective August 17, 2021.
13. Cheryl Philippi, Nutrition Services Lead/Production at Buffalo Community Middle School, retirement effective November 1, 2021.
14. Jaime Hamlin, Nutrition Services Assistant at Buffalo High School, resignation effective June 14, 2021.
15. Kelly Sunderland, Nutrition Services Assistant at Parkside Elementary, resignation effective June 14, 2021.

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

1. Jennifer Dismang, ECFE Teacher, increase from .439 to .488 FTE, effective August 30, 2021.
2. Andrea Jonasson, ECFE Teacher, increase from .465 to .466 FTE, effective August 30, 2021.

3. Patricia Lammers, ECFE Teacher, increase from .645 to .746 FTE, effective August 30, 2021.
4. Emily Pearson, ECFE Teacher, increase from .752 to .971 FTE, effective August 30, 2021.
5. Annette Rabusch, ECFE Teacher, increase from .708 to .745 FTE, effective August 30, 2021.
6. Jennifer Robeck, ECFE Teacher, increase from .808 to .878 FTE, effective August 30, 2021.
7. Diane Smogard-Mastel, ECFE Teacher, increase from .631 to .709 FTE, effective August 30, 2021.
8. Miranda Weber, ECFE Teacher, increase from .939 to .995 FTE, effective August 30, 2021.
9. Emily Burrell, transfer from Counseling Office Secretary at Buffalo High School to ECFE Classroom Assistant, effective August 30, 2021.
10. Kim Young, transfer from Greeter to Counseling Office Secretary at Buffalo High School, effective August 16, 2021. This is a replacement for Emily Burrell.
11. Tracy Conklin, ESP at Northwinds Elementary, decrease from 28.75 to 27.5 hours/day, effective September 7, 2021.
12. Cameron Schrepfer, ECSE ESP at Discovery Elementary, increase from 21 to 24 hours/week, effective September 7, 2021.
13. Kelly Davey, ECSE ESP at Montrose Elementary School of Innovation, increase from 18 to 19 hours/week, effective September 7, 2021.
14. James Ingram, Custodian at Buffalo High School, end of temporary assignment as Night Lead Custodian, effective September 1, 2021.
15. Barb Vetsch, Custodian at Buffalo High School, transfer from 2<sup>nd</sup> Shift to 3<sup>rd</sup> Shift, effective August 16, 2021.
16. Ramon Vega, Custodian at Buffalo High School, transfer from 2<sup>nd</sup> Shift to 3<sup>rd</sup> Shift, effective August 16, 2021.
17. Melissa Thompson, transfer from AVID Tutor to Greeter at Buffalo High School, effective September 2, 2021.
18. Patricia Darrow, from temporary to permanent Nutrition Services Manager at Discovery Elementary, effective August 31, 2021. This is a replacement for Tracy Madsen.

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

1. Amanda Gregoire, Special Education Teacher at Parkside Elementary, request for Leave of Absence, effective on or about November 29, 2021 and ending February 18, 2022.
2. Cecelia VanDorp, Special Education Teacher at Parkside Elementary, request for Leave of Absence, effective on or about November 19, 2021 and ending June 10, 2022.

CONTRACT – approve the following:

1. Addendum to Communications Coordinator Contract, effective July 1, 2021.

B. Check Disbursements

Payroll checks # 900097587 through 900098301, and 206077 through 206090 amounting to

\$683,441.08. P-card disbursement checks 8000001688 to 8000001714, totaling \$120,246.08.

Bill-pay wires 800001101 through 8000001119. Employee reimbursement checks 9100003409 through 9100003433, and Accounts Payable checks 397053 through 397223 for the period of June 1, 2021 – August 19, 2021 as follows:

01	GENERAL FUND	2,790,696.09
02	FOOD SERVICE	123,681.11
04	COMMUNITY SERVICE	153,807.81
05	CAPITAL OUTLAY	695,459.18
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	10,107.10
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	98,641.83
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>.00</u>
	TOTAL	\$3,872,393.12

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of July 12 - August 10) is as follows:

Date	Vendor & Purpose	Amount
07/12/21	Delta Dental – Dental Insurance	\$1,677.72
07/12/21	Delta Dental – Dental Insurance	9,528.63
07/14/21	Further – Flex/Health Insurance	3,934.60
07/15/21	Cash Management Service Fee	27.72
07/15/21	Chicago USA Tax Pmt – Federal Taxes	107,461.57
07/15/21	District #877 Employees – Employee Payroll	326,397.14
07/15/21	MN Public Employees Retirement Association	36,818.31
07/15/21	MN Teachers Retirement Association	31,902.52
07/16/21	eBay Inc.	189.19
07/16/21	Educators Benefit Consultants – Deferred Annuities	24,861.18
07/16/21	MN Dept. of Revenue – State Taxes	16,770.71
07/19/21	Delta Dental – Dental Insurance	8,357.39
07/19/21	Further – Flex/Health Insurance	4,700.56
07/20/21	Alerus	492.00
07/21/21	Delta Dental – Dental Insurance	2,410.74
07/21/21	District #877 Employees – Employee Reimbursement	2,274.88
07/21/21	District #877 Employees – Employee Reimbursement	2,573.44

07/21/21	Further – Flex/Health Insurance	1,931.37
07/21/21	Xcel Energy – Utility	915.16
07/26/21	Delta Dental – Dental Insurance	15,330.43
07/28/21	Bond Trust – \$3,855,000 2013 G.O. Bond	23,787.50
07/28/21	Bond Trust – \$31,215,000 2012 G.O. Bond	237,800.00
07/28/21	Bond Trust – \$32,620,000 2015 G.O. Bond	478,461.25
07/28/21	Bond Trust – \$5,710,000 2018 G.O. Bond	12,625.00
07/28/21	Bond Trust – \$9,635,000 2017 G.O. Bond	40,305.00
07/28/21	Further – Flex/Health Insurance	3,061.72
07/29/21	Xcel Energy – Utility	90.40
07/30/21	Chicago USA Tax Pmt – Federal Taxes	103,937.56
07/30/21	District #877 Employees – Employee Payroll	328,192.84
07/30/21	MN Public Employees Retirement Association	36,884.85
07/30/21	MN Teachers Retirement Association	30,521.59
08/02/21	BCBS - Health Insurance	877,437.50
08/02/21	Delta Dental – Dental Insurance	14,394.99
08/02/21	Educators Benefit Consultants – Deferred Annuities	15,178.36
08/02/21	MN Dept. of Revenue – State Taxes	16,075.22
08/04/21	District #877 Employees – Employee Reimbursement	1,443.70
08/04/21	District #877 Employees – Employee Reimbursement	234.58
08/04/21	Further – Flex/Health Insurance	4,024.21
08/05/21	BMO Corporate MasterCard – P-Card	120,246.08
08/06/21	Vanco - Food Service/Activities Fee	814.38
08/09/21	Delta Dental – Dental Insurance	14,221.32
08/10/21	FeePay - Communtiy Ed Fee	1,300.00
08/10/21	FeePay - Communtiy Ed Fee	5,862.80
	Total	<u>\$ 2,965,456.11</u>

D. Minutes - July 26, 2021 Regular Meeting

E. Donations/Grants totaling \$77.00.

Sansevere/Reineck to approve

Motion carried 6-0

#### 5. ACTION ITEMS

A. FFA Out-of-State Trip, Scott Thielman, Superintendent

Six BHS FFA members will attend the National Conference in Indianapolis, October 26-31, 2021.

Sansevere/Bjorklund to approve

Motion carried 6-0

B. 2021-22 Handbooks - BHS, BCMS, Elementary, ECSE, ECFE, KidKare, Volunteer  
Scott Thielman, Superintendent

A first review of the recommended changes to the handbooks has taken place. There are no further recommended revisions. Handbooks will be reviewed by the District's legal counsel.

Reineck/Lawrence to approve  
Motion carried 6-0

C. Policies Requiring Annual Review, Scott Thielman, Superintendent

- 410 Family and Medical Leave
- 413 Harassment and Violence
- 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 415 Mandated Reporting of Maltreatment of Vulnerable Adults
- 506 Student Discipline
- 524 Internet Acceptable Use and Safety
- 806 Crisis Management

These policies require annual review. There are no legislative revisions.

Sansevere/Lawrence to approve  
Motion carried 6-0

D. Designation of Identified Official with Authority – MDE, Scott Thielman, Superintendent

We are required to annually name the Official who is identified with Authority in the MDE reporting system.

The Board recommends to authorize Scott Thielman to act as the Identified Official with Authority (IOwA) and Anita Underberg to act as the IOwA Add Remove Only, for the Buffalo-Hanover-Montrose Public School 0877-01.

Sansevere/Reineck to approve  
Motion carried 6-0

E. Revision to Board Calendar, Scott Thielman, Superintendent

There is a conflict with BHS hosting the October 11<sup>th</sup> workshop due to conferences scheduled for that day. Will move BHS to November 8<sup>th</sup> and Montrose Elementary School of Innovation will host on October 11, 2021.

Lawrence/Sansevere to approve  
Motion carried 6-0

F. City of Buffalo Request for Right-of-Way and Easements for Dague Avenue Reconstruction Project and County Road 35 and Dague Avenue Roundabout  
Scott Thielman, Superintendent

Dague Avenue runs from County Rd 35 north alongside BHS to the Buffalo Township Hall. This project was scheduled to start earlier but has been delayed. Will attempt to start this fall from the north entry to the student parking lot, north to the bus garage. Second stage will be to the Township Hall. Includes a walking trail the length of the project. Dague Avenue will be widened and water and sewer added. Next summer the final stage will occur and the roundabout will replace the stoplights at Dague Avenue and County Rd 35.

Ogden/Bjorklund  
Motion carried 6-0

6. REPORTS

A. Truth in Taxation Process, Ryan Tangen, Director of Finance and Operations

Must hold the hearing in advance of the adoption of the tax levy. Will present the levy recommendation at the September 27<sup>th</sup> Board Meeting and recommend the adoption at the maximum. December 30<sup>th</sup> meeting will include the Truth in Taxation hearing.

Property tax values have continued to increase which results in an overall increase in

the equalized levy categories resulting in less state aid.

## 7. COMMITTEE REPORTS

AR - SEE

## 8. SUPERINTENDENT'S REPORT

Will send out a message to families this week with COVID-19 protocols - While masks are recommended by the CDC, students and staff can decide whether or not to wear masks at school. All students who ride the bus are required to wear a mask (until January of 2022). Other health protocols include providing hand sanitizer stations and PPE throughout the building, encouraging hand washing, continued enhanced cleaning of high touch areas, COVID 19 testing is not required and will not be provided onsite, vaccinations are encouraged but not required and we will not ask vaccination status of our students or staff, all are encouraged to stay home when sick, contact tracing will not take place, people who test positive will be required to quarantine for 10 days from the date of the positive test or onset of symptoms, confirmed positive cases will be reported to MDH, elementary families will be notified of a positive case in a classroom, secondary families will not be notified due to movement of students through classrooms, etc., and all activities will follow MSHSL guidelines. Have looked at districts surrounding ours and found that all are optional regarding wearing of masks except Osseo who is requiring masks for the first trimester. If at any time the state mandates a change in COVID-19 protocols, the district will revise its protocols as needed.

## 9. OTHER

Ogden/Sansevere to adjourn at 8:09 p.m.  
Motion carried 6-0

Respectfully submitted,

Bob Sansevere, Clerk  
ISD 877 Board of Education