

**Buffalo-Hanover-Montrose Schools  
School Board Meeting**

**MINUTES**

**Monday, September 26, 2022**

**Regular Meeting**

**Board Room**

**214 - 1st Ave NE**

**Buffalo, MN 55313**

**7:00 PM**

**6:30 PM Public Comment Session – (online signup only)**

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1. CALL TO ORDER AND ROLL CALL

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

Absent: Ken Ogden

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Sansevere/Lee to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report – report read by Chair Melissa Brings for Erica Kyllonen – great participation in Homecoming week activities. Bleacher Captains have been put in place where student leaders help promote positive student interaction at events.

B. Board Calendar Dates

1. Monday, October 10, 2022 Board Workshop 4:30 p.m. NES

2. Monday, October 24, 2022 Public Comment Session 6:30 p.m. Board Room at Discovery

3. Monday, October 24, 2022 Board Meeting 7:00 p.m. Board Room at Discovery

4. CONSENT AGENDA

A. Personnel

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

1. Brianna Mattson, Special Education ESP at Buffalo High School, effective September 6, 2022. This is a replacement for Deb Sernett.

2. Dean Milner, SEBS ESP at Buffalo Community Middle School, effective September 7, 2022. This is a replacement for Katie Pitchford.

3. Jayda Knutson, Special Education ESP at Northwinds Elementary, effective September 14, 2022. This is a replacement for Kathy Budde.

4. Kylie Schwartz, Special Education ESP at Northwinds Elementary, effective September 6, 2022.

5. Christine Ladda, Special Education ESP at Northwinds Elementary, effective September 6, 2022. This is a replacement for Peggy Vandergon.

6. YoungRan Yu, ESP at Parkside Elementary, effective September 6, 2022. This is a replacement for Jill Hagen.
7. Louise Sorvala, Special Education ESP at Parkside Elementary, effective September 7, 2022. This is a replacement for Karen Savig.
8. Ashley Claycomb, ESP at Montrose Elementary School of Innovation, effective September 24, 2022. This is a replacement for Patrick Doyle.
9. Dara Baird, ESP at Tatanka Elementary STEM School, effective September 26, 2022.
10. Adriane Close, Attendance Secretary at Buffalo Community Middle School, effective September 6, 2022. This is a replacement for Kelley Jaszewski.
11. Tina Arneson, Nutrition Services Manager at Parkside Elementary, effective September 16, 2022. This is a replacement for Shelly Hopkins.
12. Jesse Korbel, Custodian at Buffalo High School, effective September 13, 2022. This is a replacement for James Ingram Jr.
13. Dan Lindholm, part-time Custodian at Buffalo Community Middle School, effective September 19, 2022. This is a replacement for Maxwell Hollands.
14. Eva Cruz, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective September 26, 2022. This is a replacement for Ryan Anderson.
15. Zoey Manthei, KidKare Assistant, effective September 6, 2022.
16. Mallory Welty, KidKare Supervisor, effective September 6, 2022.
17. Lacie Blackowiak, KidKare Assistant, effective September 6, 2022.
18. Emily Thurn, KidKare Assistant, effective September 6, 2022.

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

1. Suzanne Holmberg, ESP at Hanover Elementary, retirement effective December 22, 2022.
2. Jacob Klingelutz, Math Teacher at Buffalo High School, resignation effective June 10, 2022.
3. Miah Simpson, Special Education ESP at Montrose Elementary School of Innovation, resignation effective June 9, 2022 and KidKare Supervisor, resignation effective August 26, 2022.
4. Karen Savig, Special Education ESP at Parkside Elementary, resignation effective June 9, 2022.
5. Shawna Denardo, Nutrition Services Assistant at Tatanka Elementary STEM School, resignation effective August 29, 2022.
6. Shelley Hopkins, Nutrition Services Manager at Parkside Elementary, resignation effective June 13, 2022.
7. Tamara Wuollet, Nutrition Services Assistant at Buffalo High School, resignation effective August 31, 2022.

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

1. Carlton Urdahl, Math Teacher at Buffalo High School, teach one additional section during 1<sup>st</sup> Term, effective August 29, 2022 and ending November 11, 2022.

2. Joel Peterson, Math Teacher at Buffalo High School, teach one additional section during 1<sup>st</sup> Term, effective August 29, 2022 and ending November 11, 2022.
3. Cassie Mix, Math Teacher at Buffalo High School, teach one additional section during 1<sup>st</sup> Term, effective August 29, 2022 and ending November 11, 2022.
4. Kelley Jaszewski, transfer from Attendance Secretary to Activities Secretary at Buffalo Community Middle School, effective August 29, 2022. This is a replacement for Jeannie Putnam.
5. Donna Doboszanski, ESP, additional 1 hour/day as Special Education ESP at Parkside Elementary, effective September 6, 2022.
6. Karen Savig, transfer from Special Education ESP at Parkside Elementary to Nutrition Services Assistant at Buffalo High School, effective August 29, 2022.
7. James Ingram Jr., transfer from Custodian at Buffalo High School to Head Engineer at Tatanka Elementary STEM School, effective September 6, 2022. This is a replacement for Chris Wykle.
8. Maxwell Hollands, transfer from part-time to full-time Custodian at Buffalo Community Middle School, effective September 6, 2022. This is a replacement for John Hazuka.

CONTRACT – Approve the Labor Agreement between Independent School District 877 Buffalo-Hanover-Montrose Schools and Administrative Professional Employees SEIU Local 284, effective July 1, 2022 through June 30, 2024.

B. Check Disbursements

Payroll checks # 9000118063 through 9000119397, and 206363 through 206379 amounting to \$2,142,477.89. P-card disbursement checks 8000002061 to 8000002128, totaling \$157,582.46. Bill-pay wires 810001364 through 8100001386. Employee reimbursement checks 9100004044 through 9100004087, and Accounts Payable checks 400127 through 400383 for the period of July 6, 2022 – September 28, 2022 as follows:

01	GENERAL FUND	1,786,608.82
02	FOOD SERVICE	105,233.89
04	COMMUNITY SERVICE	108,602.60
05	CAPITAL OUTLAY	636,921.07
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	27,217.71
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>3,252.43</u>
	TOTAL	\$2,667,836.52

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories  
(for the period of Aug 15 - Sept. 18) is as follows:

Date	Vendor & Purpose	Amount
08/15/22	Chicago USA Tax Pmt – Federal Taxes	\$ 108,484.32
08/15/22	Delta Dental – Dental Insurance	13,459.11
08/15/22	District #877 Employees – Employee Payroll	357,691.38
08/15/22	MN Public Employees Retirement Association	34,919.49
08/15/22	MN Teachers Retirement Association	33,873.79
08/16/22	Educators Benefit Consultants – Deferred Annuities	15,768.50
08/16/22	Further – Flex/Health Insurance	6,908.61
08/16/22	Further – Flex/Health Insurance	1,548.00
08/16/22	Further – Flex/Health Insurance	466.66
08/16/22	MN Dept. of Revenue – State Taxes	16,958.75
08/17/22	District #877 Employees – Employee Reimbursement	3,231.41
08/17/22	District #877 Employees – Employee Reimbursement	1,945.68
08/19/22	Xcel Energy – Utility	986.60
08/22/22	Alerus	856.00
08/22/22	Delta Dental – Dental Insurance	12,913.82
08/23/22	BCBS - Health Insurance	723,010.93
08/23/22	Delta Dental – Dental Insurance	2,590.34
08/23/22	Further – Flex/Health Insurance	4,596.36
08/29/22	Delta Dental – Dental Insurance	16,197.27
08/30/22	Chicago USA Tax Pmt – Federal Taxes	354,638.58
08/30/22	District #877 Employees – Employee Payroll	1,050,720.52
08/30/22	Xcel Energy – Utility	98.33
08/31/22	District #877 Employees – Employee Reimbursement	2,555.73
08/31/22	District #877 Employees – Employee Reimbursement	32.19
08/31/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
08/31/22	MN Dept. of Revenue – Sales Taxes	230.06
08/31/22	MN Dept. of Revenue – State Taxes	59,915.90
08/31/22	MN Public Employees Retirement Association	34,711.23
08/31/22	MN Teachers Retirement Association	209,398.02
09/01/22	Educators Benefit Consultants – Deferred Annuities	55,944.07
09/07/22	BMO Corporate MasterCard – P-Card	157,582.46
09/07/22	Delta Dental – Dental Insurance	16,401.74
09/08/22	FeePay - Community Ed Fee	1,300.00
09/08/22	FeePay - Communtiy Ed Fee	7,179.47
09/09/22	Vanco - Food Service/Activities Fee	23.95
09/12/22	Delta Dental – Dental Insurance	9,302.19
09/12/22	Delta Dental – Dental Insurance	949.08
09/15/22	Cash Management Service Fee	20.95
09/15/22	Chicago USA Tax Pmt – Federal Taxes	374,349.91
09/15/22	District #877 Employees – Employee Payroll	1,109,509.59
09/16/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
09/16/22	MN Dept. of Revenue – State Taxes	62,562.59
09/16/22	MN Public Employees Retirement Association	37,242.66
09/16/22	MN Teachers Retirement Association	<u>215,736.65</u>
	Total	\$ 5,117,273.89

D. Minutes – August 22, 2022 Regular meeting

E. Donations totaling \$71,248.75.

Lee/Lawrence to approve

Motion carried 6-0

## 5. ACTION ITEMS

### A. 2022 Payable 2023 Proposed Levy Certification, Ryan Tangen, Director of Finance and Operations

This is the preliminary approval that the County Auditor will use for Truth in Taxation notices. The current projected total levy is an increase of \$20,414,925.56 or 3.65% from last year's levy. Most of the changes are due to a decrease in student enrollment and the final payment on the Alt Facilities bonds. Market value of district properties has increased by \$207,968,894 due to building permits, etc. Total taxes levied will increase but the school district will receive less in total revenue. Truth in Taxation hearing will take place during the December 12<sup>th</sup> School Board meeting.

Sansevere/Bjorklund moved to approve the preliminary Payable 2023 Property Tax Levy at the "maximum"

Motion carried 6-0

### B. Out-of-State Trip - FFA to WI, Mark Mischke, BHS Principal

Five FFA members will travel to the University of WI – River Falls on October 14, 2022 to compete in the Region 4 Horse Evaluation Contest. Competition used to be held at the U of MN.

Lee/Sansevere to approve

Motion carried 6-0

### C. Committee Appointment - Association of Metropolitan School Districts, Scott Thielman, Superintendent

This organization's meetings may be attended by the superintendent and a school board representative. Meetings are at 7:30 a.m. on Fridays.

Lawrence/Lee to appoint Amanda Reineck as BHM #877 School Board representative

Motion carried 6-0

### D. Policy Review - Policies with Non-Substantive Changes, Scott Thielman, Superintendent

1. Policy 104 - School District Mission Statement
2. Policy 201 - Legal Status of the School Board
3. Policy 208 - Development, Adoption and Implementation of Policies
4. Policy 210 - Conflict of Interest - School Board Members
5. Policy 404 - Employment Background Checks
6. Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults
7. Policy 506 - Student Discipline
8. Policy 509 - Enrollment of NonResident Students
9. Policy 517 - Student Recruiting
10. Policy 525 - Violence Prevention (Applicable to Students and Staff)

11. Policy 527 - Student Use and Parking of Motor Vehicles: Patrols, Inspections and Searches
  12. Policy 528 - Student Parental, Family and Marital Status Nondiscrimination
  13. Policy 529 - Staff Notification of Violent Behavior by Students
  14. Policy 601 - School District Curriculum and Instruction Goals
  15. Policy 603 - Curriculum Development
  16. Policy 620 - Credit for Learning
  17. Policy 624 - Online Learning Options
  18. Policy 701.1 - Modification of School District Budget
  19. 702 - Accounting
  20. 703 - Annual Audit
  21. Policy 704 - Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
  22. Policy 705 - Investments
  23. Policy 706 - Acceptance of Gifts
  24. Policy 707 - Transportation of Public School Students
  25. Policy 712 - Video Surveillance Other Than on Buses
  26. Policy 713 - Student Activity Accounting
  27. Policy 714 - Fund Balances
  28. Policy 721 - Uniform Grant Guidance Policy - Federal Revenue
  29. Policy 722 - Public Data Requests
  30. Policy 801 - Equal Access to School Facilities
  31. Policy 802 - Disposition of Obsolete Equipment and Material
  32. Policy 806 - Crisis Management
- Changes are due to legislative language and legal reference revisions and are minimal and deemed nonsubstantive.  
 Reineck/Sansevere to approve  
 Motion carried 6-0

## 6. REPORTS

- A. Policy Review - Policies with Substantive Changes, Scott Thielman, Superintendent
  1. Policy 410 - Family and Medical Leave – clarifies parental care and employer in light of federal and state law
  2. Policy 418 - Drug-Free Workplace/Drug-Free School – Updates statutory language and text due to new laws
  3. Policy 515 - Protection and Privacy of Pupil Records – Adds education support services data and designates such data as private data
  4. Policy 524 - Internet Acceptable Use and Safety – Adds screen time limitation for preschool and kindergarten students according to a new law
  5. Policy 604 - Instructional Curriculum – Adds parental review statutory requirement and separates CPR/AED training, College and Career Planning and Civics Test provisions
  6. Policy 708 - Transportation of Non-Public School Students – Updates provisions according to Minnesota Rules language
  7. Policy 709 - Student Transportation Safety – Updates references and definition of “serious traffic violation” according to federal regulations and Minnesota state law.

Changes are substantive as noted. This is a first reading of the revisions and will be presented at the next meeting for final reading and approval.

#### 7. COMMITTEE REPORTS

AB – SWMISD

MB – ESP negotiations

#### 8. SUPERINTENDENT'S REPORT

Great start to the school year. Have heard positive comments about staggered start days.

Enrollment looks like it will come in close to projection. Official numbers will be presented at the October meeting.

#### 9. OTHER

Sansevere/Lawrence to adjourn at 7:50 p.m.

Motion carried 6-0