

Buffalo-Hanover-Montrose Schools School Board Meeting

Monday, June 26, 2023
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

MINUTES

1. CALL TO ORDER BY Chair Melissa Brings at 7:00 p.m.AND ROLL CALL

Present:

Absent:

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Lawrence/Hoffman to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Proud Of

1. BHS Track and Field individuals who qualified for the State Tournament:
Breanna Shroyer - 3rd place 200 Meter Dash and 4th place 400 Meter Dash;
Carter Walker - 4th place Discus; Andrew Macheel, Wesley Wistrom, Jacob Macheel and Dexter Huss - 8th place 4x800 Relay; Bode Russell - 13th place 300 Hurdles.

B. Board Calendar Dates

1. Monday, July 10, 2023 Public Comment Session 4:30 pm Board Room DC
2. Monday, July 10, 2023 Board Meeting immediately following the Public Comment Session Board Room DC

4. CONSENT AGENDA

A. Personnel

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

1. Ann Kolodzik, Math Teacher at Buffalo High School Phoenix Learning Center, effective August 21, 2023. This appointment is contingent upon receipt of appropriate licensure.
2. Dwight Monson, Business Education Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Greg Amundson.
3. Sara Melsness, Speech/Language Pathologist at Buffalo Community Middle School and Parkside Elementary, effective August 21, 2023. This appointment is contingent upon receipt of appropriate licensure.

4. Makayla Bozoian, ELD Teacher at Montrose Elementary School of Innovation, Tatanka Elementary STEM School and Northwinds Elementary, effective August 28, 2023. This is a replacement for Emily Natrop.
5. Isaac Frauendienst, Vocal Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Zack Carlson.
6. Jacob Westrum, English Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Jocelyn Woytcke.
7. Jennifer Inselman, Information Services Coordinator, effective July 10, 2023.

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

1. Debra Schultz, ESP at Buffalo High School, retirement effective July 27, 2023.
2. Breanna Adelman, Speech/Language Pathologist at Northwinds Elementary, resignation effective June 9, 2023.
3. Kamya Smith, AVID Tutor at Buffalo High School, termination effective February 14, 2023.
4. Melissa Steward, Principal’s Secretary at Hanover Elementary, resignation effective June 16, 2023.
5. Shayla Schuft, ESP at Parkside Elementary, resignation effective June 8, 2023.
6. Jennifer Raisanen, Special Education ESP at Parkside Elementary, resignation effective June 8, 2023.
7. Jessica Bajurto-Alarcon, ELD ESP at Buffalo Community Middle School, resignation effective June 8, 2023.
8. Kendra Durgin, Special Education ESP at Northwinds Elementary, termination effective June 8, 2023.
9. Caitlin Hutchcraft, ESP at Buffalo High School, termination effective June 8, 2023.
10. Ashley Claycomb, ESP at Montrose Elementary School of Innovation, termination effective June 8, 2023.
11. Amanda O’Rourke, ESP at Tatanka Elementary STEM School, resignation effective June 8, 2023.
12. Rhonda Holthaus, ECFE Assistant at Hanover Elementary, resignation effective June 8, 2023.
13. Sara Mart, AVID Tutor at Buffalo High School, resignation effective June 8, 2023.
14. Tim Domka, Head Engineer at Northwinds Elementary, resignation effective June 16, 2023.
15. Michael Bruzek, part-time Custodian at Northwinds Elementary, resignation effective June 15, 2023.
16. Jared Switch, Information Services Coordinator, resignation effective June 30, 2023.
17. April Galle, KidKare Assistant, termination effective June 9, 2023.
18. Zoey Manthei, KidKare Assistant, resignation effective May 5, 2023.
19. Samantha Whitworth, KidKare Assistant, resignation effective June 9, 2023.

20. Elaine Ha, KidKare Supervisor, resignation effective June 8, 2023.
21. Melinda Day, KidKare Supervisor, resignation effective June 9, 2023.
22. Elizabeth Demgen, KidKare Supervisor, resignation effective June 9, 2023.
23. Imelda Randall, KidKare Supervisor, resignation effective June 8, 2023.
24. Lisa Stender, KidKare Supervisor, resignation effective June 8, 2023.
25. Francine Wagaman, KidKare Supervisor, resignation effective June 8, 2023.
26. Samantha Estes, KidKare Supervisor, resignation effective June 15, 2023.

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

1. Michele Strassburg, World Languages Teacher at Buffalo High School, increase from .746 to .929 FTE, effective August 28, 2023.
2. Emily Schumacher, Special Education Teacher at Buffalo High School, decrease from 1.0 to .660 FTE, effective August 28, 2023.
3. Tess Evens, Special Education Teacher at Buffalo High School, decrease from 1.0 to .716 FTE, effective August 28, 2023.
4. Patti Fisher, Social Worker, transfer from Discovery Elementary/Buffalo High School/Buffalo Community Middle School to Buffalo High School, effective August 28, 2023.
5. Kylee Zumach Physical Education/Health Teacher at Buffalo High School, from .5 to .669 FTE with additional assignment at Northwinds Elementary, effective August 21, 2023.
6. Steve Carlson, School Psychologist at Buffalo High School and PRIDE, add 10 days to contract, effective July 1, 2023.
7. Laura Lundquist, School Psychologist at Montrose Elementary School of Innovation, Discovery Elementary and ESCE, add 10 days to contract, effective July 1, 2023.
8. Crystal Aurich, ECSE Speech/Language Pathologist, transfer from Discovery Elementary to District-wide, effective August 28, 2023. This is a replacement for Nicole Yost.
9. Jennifer Doimer, transfer from Special Education Teacher at Montrose Elementary School of Innovation to ECSE Teacher, effective August 28, 2023. This is a replacement for Courtney Gusel.
10. Judy Coley, Special Education Teacher, transfer from PRIDE to Buffalo Community Middle School, effective August 28, 2023.
11. Susanne Blevins, ESP at Tatanka Elementary STEM School, increase from 32.5 to 35 hours/week, effective September 5, 2023.
12. Heidi Culshaw-Floer, Special Education ESP at Buffalo High School, decrease from 31.25 to 30 hours/week, effective September 5, 2023.
13. Melinda Day, ESP at Hanover Elementary, transfer from Special Education to Instructional for 6 hours/day, effective September 5, 2023.
14. Liam Dixon, Special Education ESP at PRIDE, increase from 28.75 to 30 hours/week, effective September 5, 2023.
15. Alexis Eitel, ECSE/Transportation ESP, increase from 27 to 27.5 hours/week, effective September 5, 2023.

16. Jane Forro, ESP at Tatanka Elementary STEM School, increase from 25 to 27.5 hours/week, effective September 5, 2023.
17. Chris Hafften, ESP at Buffalo Community Middle School, increase from 25 to 30 hours/week, effective September 5, 2023.
18. Julie Harvey, Special Education ESP at Buffalo High School, increase from 27.5 to 30 hours/week, effective September 5, 2023.
19. Sunshine Hedlund, ESP at Tatanka Elementary, increase from 30 to 35 hours/week, effective September 5, 2023.
20. Crystal Hipple, ESP at Discovery Elementary, increase from 17.5 to 22.5 hours/week, effective September 5, 2023.
21. Cynthia Johnson, ESP at Hanover Elementary, increase from 28.75 to 30 hours/week, effective September 5, 2023.
22. Bette Koepsell, ESP at Tatanka Elementary STEM School, increase from 28.75 to 32.5 hours/week, effective September 5, 2023.
23. Christie Mastey, ESP at Buffalo High School, decrease from 32.5 to 30 hours/week, effective September 5, 2023.
24. Angela McClelland, ESP at Buffalo High School, decrease from 32.5 to 30 hours/week, effective September 5, 2023.
25. Leanne Miller, Special Education ESP at Buffalo High School, decrease from 31.25 to 30 hours/week, effective September 5, 2023.
26. Carla Orson, Special Education ESP at PRIDE, increase from 28.75 to 30 hours/week, effective September 5, 2023.
27. Jessica Ortloff, Special Education ESP at Discovery Elementary, decrease from 24.75 to 23.75 hours/week, effective September 5, 2023.
28. Amy Park, Special Education/Supervisory ESP at Northwinds Elementary, decrease from 32.5 to 32 hours/week, effective September 5, 2023.
29. Mary Radtke, Special Education ESP at HeadStart, increase from 27 to 30 hours/week, effective September 5, 2023.
30. Jennifer Reid-Poser, ESP at Hanover Elementary, increase from 28.75 to 30 hours/week, effective September 5, 2023.
31. Laura Sandhoefner, ESP at Buffalo Community Middle School, increase from 26.25 to 30 hours/week, effective September 5, 2023.
32. Taina Santiago, Special Education ESP at Buffalo High School, decrease from 31.25 to 30 hours/week, effective September 5, 2023.
33. Cameron Schrepfer, ECSE ESP at Discovery Elementary, decrease from 27.5 to 24 hours/week, effective September 5, 2023.
34. Michelle Styve, Special Education ESP at Buffalo High School, decrease from 31.25 to 30 hours/week, effective September 5, 2023.
35. Pauline Thaemert, Special Education Transportation ESP, increase from 27.5 to 30 hours/week, effective September 5, 2023.
36. Tamara Thiele, ESP at Montrose Elementary School of Innovation, decrease from 32.5 to 31.25 hours/week, effective September 5, 2023.
37. Vicki White, Special Education ESP at Buffalo High School, decrease from 32.5 to 30 hours/week, effective September 5, 2023.
38. Colleen Williams, ECSE ESP at Hanover Elementary, increase from 22.75 to 24.25 hours/week, effective September 5, 2023.

39. Amanda Sheldon, ESP at Northwinds Elementary, transfer from Special Education to SEBS, effective September 5, 2023.
40. Jan Fournier, Special Education ESP, transfer from Parkside Elementary to Buffalo Community Middle School, effective September 5, 2023.
41. Jill Mischke, transfer from Secretary to the Director of Special Services to Head Building Secretary at Hanover Elementary, effective July 3, 2023. This is a replacement for Melissa Steward.
42. Calvin Wyse, transfer from part-time Custodian at Discovery Center to full-time Custodian at Northwinds Elementary, effective June 12, 2023. This is a replacement for Sharon Myers and Michael Bruzek.
43. Lori Steinhibel, KidKare Supervisor, increase from 25 to 30 hours/week, effective June 12, 2023.

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

1. Brittany Pepin, 5th Grade Teacher at Tatanka Elementary, request for leave of absence, effective May 11, 2023 and ending June 9, 2023.
2. Kim Young, Registrar at Buffalo Community Middle School, request for leave of absence, effective May 30, 2023 and ending August 22, 2023.
3. Maxwell Hollands, Custodian at Buffalo Community Middle School, request for leave of absence effective May 17, 2023 and ending July 17, 2023.
4. Ashley Lostetter, FACS Teacher at Buffalo High School, effective April 17, 2023 through May 19, 2023, and part-time leave effective May 22, 2023 and ending May 30, 2023.

CONTRACT – Approve the following individual contracts:

1. Michelle Dione, Bookkeeper/Payroll Assistant, effective July 1, 2023 and ending June 30, 2024.
2. Melissa McDaniel, Benefits/Business Office Assistant, effective July 1, 2023 and ending June 30, 2024.

B. Check Disbursements

Payroll checks # 9000134010 through 9000136003, and 206484 through 206489 amounting to \$5,593,841.91. P-card disbursement checks 8000002406 to 8000002439, totaling \$194,612.45. Bill-pay wires 810001602 through 8100001629. Employee reimbursement checks 9100004529 through 9100004672 and Accounts Payable checks 402308 through 402589 for the period of March 21, 2023 – June 21, 2023 as follows:

| | | |
|----|-----------------------|--------------|
| 01 | GENERAL FUND | 4,998,632.06 |
| 02 | FOOD SERVICE | 281,511.45 |
| 04 | COMMUNITY SERVICE | 220,415.63 |
| 05 | CAPITAL OUTLAY | 135,863.46 |
| 06 | NEW BUILDING | .00 |
| 07 | DEBT SERVICE | .00 |
| 09 | ACTIVITY FUND | 21,650.93 |
| 16 | ALTERNATIVE FACILITIE | .00 |

| | | |
|----|-----------------------------|----------------|
| 45 | POST EMP BENEFITS IRREV TRU | 114,940.56 |
| 47 | DEBT REDEMPTION | .00 |
| 51 | ACTIVITIES | .00 |
| | TOTAL | \$5,773,014.09 |

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May. 15 - June 19) is as follows:

| Date | Vendor & Purpose | Amount |
|----------|--|---------------|
| 05/15/23 | IRS USA Tax Pmt – Federal Taxes | \$ 408,729.46 |
| 05/15/23 | District #877 Employees – Employee Payroll | 1,288,676.01 |
| 05/15/23 | WEX – Flex/Health Insurance | 281.54 |
| 05/15/23 | MN Teachers Retirement Association | 217,600.59 |
| 05/16/23 | MN Dept. of Revenue - Garnishments/Child Support | 230.50 |
| 05/16/23 | Delta Dental – Dental Insurance | 8,812.69 |
| 05/16/23 | WEX – Flex/Health Insurance | 12,462.13 |
| 05/16/23 | MN Dept. of Revenue – State Taxes | 66,714.11 |
| 05/16/23 | Educators Benefit Consultants – Deferred Annuities | 60,730.70 |
| 05/17/23 | District #877 Employees – Employee Reimbursement | 3,635.38 |
| 05/17/23 | MN Public Employees Retirement Association | 69,982.66 |
| 05/19/23 | WEX – Flex/Health Insurance | 399.18 |
| 05/22/23 | MN Dept. of Revenue – Sales Tax | 1,136.00 |
| 05/22/23 | Alerus | 536.00 |
| 05/22/23 | WEX – Flex/Health Insurance | 639.00 |
| 05/22/23 | Delta Dental – Dental Insurance | 13,100.29 |
| 05/23/23 | BCBS - Health Insurance | 765,329.96 |
| 05/23/23 | WEX – Flex/Health Insurance | 895.17 |
| 05/23/23 | Delta Dental – Dental Insurance | 2,680.74 |
| 05/24/23 | Xcel Energy – Utility | 777.19 |
| 05/25/23 | WEX – Payment | 2,257.00 |
| 05/25/23 | WEX – Flex/Health Insurance | 185.00 |
| 05/26/23 | WEX – Flex/Health Insurance | 106.00 |
| 05/30/23 | MN Teachers Retirement Association | 214,873.79 |
| 05/30/23 | District #877 Employees – Employee Payroll | 1,423,745.15 |
| 05/30/23 | IRS USA Tax Pmt – Federal Taxes | 439,319.58 |
| 05/30/23 | Delta Dental – Dental Insurance | 12,488.26 |
| 05/30/23 | WEX – Flex/Health Insurance | 192.72 |
| 05/31/23 | District #877 Employees – Employee Reimbursement | 2,114.98 |
| 05/31/23 | MN Public Employees Retirement Association | 73,687.15 |
| 05/31/23 | MN Public Employees Retirement Association | 24,471.83 |
| 05/31/23 | MN Public Employees Retirement Association | 152.02 |
| 05/31/23 | MN Dept. of Revenue - Garnishments/Child Support | 230.50 |

| | | |
|----------|--|------------------|
| 05/31/23 | MN Dept. of Revenue – State Taxes | 70,484.72 |
| 05/31/23 | Educators Benefit Consultants – Deferred Annuities | 59,840.26 |
| 05/31/23 | WEX – Flex/Health Insurance | 11,590.13 |
| 06/02/23 | Xcel Energy – Utility | 77.11 |
| 06/05/23 | Delta Dental – Dental Insurance | 9,184.80 |
| 06/05/23 | WEX – Flex/Health Insurance | 7.98 |
| 06/06/23 | BMO Corporate MasterCard – P-Card | 194,612.45 |
| 06/06/23 | WEX – Flex/Health Insurance | 864.57 |
| 06/07/23 | eBay | (825.80) |
| 06/08/23 | FeePay - Community Ed Fee | 7,826.14 |
| 06/08/23 | WEX – Flex/Health Insurance | 583.15 |
| 06/09/23 | FeePay - Community Ed Fee | 1,600.00 |
| 06/09/23 | WEX – Flex/Health Insurance | 7.87 |
| 06/12/23 | Delta Dental – Dental Insurance | 3,511.36 |
| 06/12/23 | Delta Dental – Dental Insurance | 409.26 |
| 06/12/23 | WEX – Flex/Health Insurance | 128.63 |
| 06/13/23 | WEX – Flex/Health Insurance | 1,805.32 |
| 06/14/23 | Cash Management Service Fee - MSDLAF | 36.06 |
| 06/14/23 | WEX – Flex/Health Insurance | 22.48 |
| 06/15/23 | District #877 Employees – Employee Payroll | 4,166,481.31 |
| 06/15/23 | MN Public Employees Retirement Association | 73,426.02 |
| 06/15/23 | WEX – Flex/Health Insurance | 16.10 |
| 06/15/23 | IRS USA Tax Pmt – Federal Taxes | 1,346,519.56 |
| 06/16/23 | Educators Benefit Consultants – Deferred Annuities | 221,127.82 |
| 06/16/23 | MN Dept. of Revenue – State Taxes | 227,028.91 |
| 06/16/23 | WEX – Flex/Health Insurance | 275.94 |
| 06/16/23 | MN Dept. of Revenue - Garnishments/Child Support | <u>230.50</u> |
| | Total | \$ 11,514,045.93 |

D. Minutes - May, 22, 2023 Regular Meeting

E. Donations/Grants totalling \$61,532.60

Lee/Smude to approve

Motion carried 7-0

5. ACTION ITEMS

A. 5th Grade Science Curriculum Adoption, Pam Miller, Director of Teaching and Learning

This is due to adjustments in state standards. New curriculum is very hands on and actively engages students.

Hoffman/Lee to approve

Motion carried 7-0

B. BHS Science Curriculum Adoption, Pam Miller, Director of Teaching and Learning

Biology move to iHub and Chemistry will use Introductory Chemistry textbook from Pearson. CIS Chemistry will move to Chemistry: The Central Science, AP Edition. Total curriculum program budget request is \$92,586.20.

Sansevere/Lee to approve
Motion carried 7-0

- C. Secondary Math Curriculum Adoption, Pam Miller, Director of Teaching and Learning
No revisions since this was presented at the June workshop. Last curriculum adoption date was 2010. Recommendation is to use enVision Mathematics. This also provides digital resources. Purchase amount for this year is \$16,600.

Lawrence/Bjorklund
Motion carried 7-0

- D. 2022 School District Census, Kim Carlson, Director of Community Education
Current census calculation is 36,153 which means a \$9300 increase for our district in the 2023 payable 2024 revenue calculations.

**CERTIFYING THE POPULATION ESTIMATE FOR THE
2023 PAYABLE 2024 LEVY OF INDEPENDENT SCHOOL DISTRICT
Buffalo-Hanover-Montrose Schools**

WHEREAS, the Independent School District #877 has experienced an increase in population from the 2020 census figure of 34,441, to the current census figure of 36,153 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #877 that the census figure of 36,153 be certified to the State Demographer for approval of use in the 2023 payable 2024 revenue calculations.

Sansevere/Lawrence to approve
Motion carried 7-0

- E. 2023-24 Budget Approval, Ryan Tangen, Director of Finance and Operations
No revisions since workshop presentation. Budget will be reviewed in January. Enrollment is key to the budget and our enrollment has been declining. Assumptions include \$750 operating referendum, an increase of 4% to the general education formula, special education increase of 5%, cross subsidy aid increase from 6% to 44% and use of Pandemic Relief Funds for staff expenditures. Budget is showing an increase in the general fund balance of \$667,335. 76% of general fund revenue is from the state. 77% of general fund expenditures are salaries and benefits. Projecting a Food Service fund balance of \$2,622,225. Projecting a Community Service fund balance of \$578,975. An actuarial study will take place this summer.

Smude/Lee to approve

Motion carried 7-0

F. Review and Comment - 2023 Bond Issue, Ryan Tangen, Director of Finance and Operations

Prepared by architect firm, district staff and construction management firm describing the proposed project. Tax impact is proposed at \$0 since our current debt will be retired. District description will be updated to state that there are 149 square acres and language describing the middle school project will be revised. Ballot language is included in the document. Total project cost is \$41,909,200. Bonds would be issued for 20 years.

Smude/Hoffman

Motion carried 7-0

G. 2023-24 School Board Meeting Calendar, Scott Thielman, Superintendent

Meeting dates have been scheduled with visits to buildings for workshops.

Lawrence/Sansevere to approve

Motion carried 7-0

6. REPORTS

7. COMMITTEE REPORTS

MH – DCTCL

8. SUPERINTENDENT'S REPORT

Working through changes due to the legislative session

9. ADJOURN

Sansevere/Lawrence to adjourn at 7:42 pm

Motion carried 7-0

Respectfully submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education