

# Buffalo-Hanover-Montrose Schools School Board Meeting

Monday, July 8, 2024  
Regular Meeting  
Board Room  
214 - 1st Ave NE  
Buffalo, MN 55313  
4:30 PM

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## MINUTES

### 1. CALL TO ORDER by Chair Melissa Brings at 4:34 pm AND ROLL CALL

Present: Bob Sansevere, Melissa Brings, Adam Bjorklund, Sue Lee, Matt Hoffman,  
Sheila Smude

Absent: Amanda Lawrence

### 2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Sansevere/Hoffman to approve

Motion carried 6-0

### 3. COMMUNICATIONS

A. Proud Of

B. Board Calendar Dates

1. Monday, August 12, 2024 Board Workshop 4:30 pm DC Board Room

2. Monday, August 26, 2024 Public Comment Session 6:30 pm DC Board Room

3. Monday, August 26, 2024 Board Meeting 7:00 pm DC Board Room

4. Thursday, August 29, 2024 District Welcome Back 12:30 pm BHS PAC

### 4. CONSENT AGENDA

A. Personnel

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

1. Emily Grewe Mueller, Special Education Teacher at Buffalo High School, effective August 19, 2024. This is a replacement for Tess Evens. This appointment is contingent upon receipt of appropriate licensure.
2. Ashley Vacek, ECFE Classroom Assistant at Parkside Elementary, effective August 26, 2024. This is a replacement for Elinor Breuer.
3. Kayla Clifton, Special Education ESP at Buffalo Community Middle School, effective September 3, 2024.
4. Savannah Severance, Special Education ESP at Buffalo Community Middle School, effective September 3, 2024.

5. Jessica Pack, SEBS ESP at Buffalo High School, effective September 9, 2024. This is a replacement for Bjorna Jayson.
6. JaRae Christensen, Special Education ESP at Northwinds Elementary, effective September 3, 2024.
7. Brian Vieau, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective July 9, 2024. This is a replacement for Eva Cruz.
8. Diane Bell, Nutrition Services Assistant at Tatanka Elementary STEM School, effective August 26, 2024. This is a replacement for Leah Otto.

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

1. Jillian Ebeling, KidKare Lead Supervisor, resignation effective August 23, 2024.
2. Richard Herrin, part-time Custodian at Discovery Elementary, termination effective June 27, 2024.
3. Evan Olson, part-time Custodian at Buffalo Community Middle School, termination effective June 26, 2024.
4. Jessica Pack, Nutrition Services Assistant at Buffalo High School, resignation effective June 10, 2024.

TRANSFER/CHANGE IN ASSIGNMENT - Approve the following transfers/change of assignments:

1. Karen Schultz, Secondary School Nurse, addition of five days to contract, effective July 1, 2024.
2. Heidi Gallart, School Nurse, addition of five days to contract, effective July 1, 2024.
3. Kelly Davey, ECSE/Transportation ESP at Montrose Early Education Center, decrease from 21.5 to 19 hours/week, effective September 3, 2024.
4. Alicia Meyer, ECSE/Transportation ESP at Parkside Elementary, decrease from 22 to 19.5 hours/week, effective September 3, 2024.
5. Jason Schatzley, transfer to temporary District Grounds staff effective July 15, 2024. This is a replacement for Joe Barthel.

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

1. Joe Barthel, District Grounds Staff, request for leave of absence effective July 15, 2024 and ending October 4, 2024.

CONTRACT – Approve the following contract renewal:

1. Superintendent contract, effective July 1, 2025 through June 30, 2028.

B. Check Disbursements

Payroll checks # 9000156297 through 9000157803, and 206639 through 206659 amounting to \$1,349,567.93. P-card disbursement checks 8000002833 to 8000002863, totaling \$165,925.07. Bill-pay wires 810001934 through 8100001944. Employee reimbursement checks 9100005328 through 9100005344 and Accounts Payable checks 405623 through 405798 for the period of

May 25, 2024 – June 28, 2024 as follows:

01	GENERAL FUND	4,006,172.29
02	FOOD SERVICE	38,411.29
04	COMMUNITY SERVICE	33,602.81
05	CAPITAL OUTLAY	36,474.58
06	NEW BUILDING	137,790.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	16,195.77
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>.00</u>
	TOTAL	\$4,268,646.74

C. Electronic Fund Transfers

Date	Vendor & Purpose	Amount
06/18/24	IRS USA Tax Pmt – Federal Taxes	\$ 87.62
06/18/24	MN Public Employees Retirement Association	67.05
06/18/24	MN Dept. of Revenue – State Taxes	13.98
06/18/24	WEX – Flex/Health Insurance	41.36
06/20/24	Alerus	480.00
06/20/24	District #877 Employees – Employee Reimbursement	6,126.18
06/20/24	WEX – Flex/Health Insurance	24.21
06/21/24	BCBS - Health Insurance	832,513.82
06/21/24	MN Dept. of Revenue – Sales Taxes	1,403.00
06/21/24	Delta Dental – Dental Insurance	2,723.67
06/21/24	WEX – Flex/Health Insurance	1,686.59
06/24/24	Delta Dental – Dental Insurance	17,834.21
06/24/24	WEX – Flex/Health Insurance	202.47
06/25/24	WEX – Payment	2,246.75
06/25/24	WEX – Flex/Health Insurance	1,372.10
06/26/24	Xcel Energy – Utility	562.16
06/26/24	WEX – Flex/Health Insurance	115.06
06/27/24	WEX – Flex/Health Insurance	141.00
06/27/24	Health Benefit Trust - HRA	316,000.00
06/28/24	WEX – Flex/Health Insurance	103.95
06/28/24	MN Teachers Retirement Association	193,186.55
06/28/24	Xcel Energy – Utility	90.38
06/28/24	District #877 Employees – Employee Payroll	1,339,117.58
06/28/24	IRS USA Tax Pmt – Federal Taxes	277,424.19
06/28/24	IRS USA Tax Pmt – Federal Taxes	132,575.47
06/28/24	IRS USA Tax Pmt – Federal Taxes	2,540.28
06/28/24	MN Public Employees Retirement Association	54,655.20
06/28/24	MN Public Employees Retirement Association	170.15
06/28/24	MN Teachers Retirement Association	31,402.82

07/01/24	WEX – Flex/Health Insurance	2,083.00
07/01/24	Delta Dental – Dental Insurance	10,903.18
07/01/24	MN Dept. of Revenue – State Taxes	47,155.51
07/01/24	MN Dept. of Revenue – State Taxes	19,898.87
07/01/24	MN Dept. of Revenue – State Taxes	<u>210.41</u>
	Total	\$ 3,295,158.77

D. Minutes - June 24, 2024 Regular Meeting

E. 2024-25 Memberships

1. Minnesota School Boards Association
2. Minnesota State High School League
3. Association of Metropolitan School Districts

Lee/Hoffman to approve

Motion carried 6-0

5. ACTION ITEMS

A. Resolution Accepting Donations/Grants

Melissa Brings, Chair

Be it resolved that the School Board of Buffalo-Hanover-Montrose Schools, ISD #877, accepts with appreciation the contributions in the amount of \$7782.74.

Bjorklund/Smude to approve

Motion carried 6-0

B. Designation of Authorized Signers for Electronic Fund Transfers

Ryan Tangen, Director of Finance and Operations

Be it resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Cassidy Clifton.

Hoffman/Lee to approve

Motion carried 6-0

C. Authorization of Signers for Official Depositories

Ryan Tangen, Director of Finance and Operations

Be it resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Melissa Brings - Chairperson, Adam Bjorklund – Clerk, Amanda Lawrence – Treasurer; Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Cassidy Clifton.

Sansevere/Lee to approve

Motion carried 6-0

D. 2023-24 Student Activity Report

Ryan Tangen, Director of Finance and Operations

This used to be part of the annual audit. Was moved to the general fund and now needs to be approved by the school board apart from the audit.

Bjorklund/Smude to approve  
Motion carried 6-0

Discussion: what about the other activities/athletics – those are reported in Fund 09.

E. Substitute, Casual and Community Education Level 1 Pay Rates  
Evan Ronken, Director of Human Resources

Includes other pay rates that are used including community education, etc. Increases substitute rates to be comparable with neighboring districts.

Lee/Hoffman to approve  
Motion carried 5-0  
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Discussion – does this get posted on the website. It is included in job posting information.

F. Resolution - School Board Election  
Anita Underberg, Admin. Asst. to Superintendent and Board of Education

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

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 5<sup>th</sup> day of November, 2024, 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 eighty-four (84) 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 a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

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 5, 2024**

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**Instructions to Voters:**

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

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**School Board Member  
Vote for Up to Four**

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- |                       |                  |
|-----------------------|------------------|
| <input type="radio"/> | Candidate U      |
| <input type="radio"/> | Candidate V      |
| <input type="radio"/> | Candidate W      |
| <input type="radio"/> | Candidate X      |
| <input type="radio"/> | _____            |
|                       | write-in, if any |
| <input type="radio"/> | _____            |
|                       | write-in, if any |
| <input type="radio"/> | _____            |
|                       | write-in, if any |
| <input type="radio"/> | _____            |
|                       | 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/Lee to approve  
Motion carried 6-0

## 6. REPORTS

### A. Out-of-State Trip - FFA to WI

Gary Wirkus, BHS Agriculture Teacher/FFA Advisor

This is for Region 4 horse and poultry judging, October 10-11, 2024. BHS Assistant Principal Kris Thompson will also chaperone.

### B. Out-of-State Trip FFA to IN

Gary Wirkus, BHS Agriculture Teacher/FFA Advisor

The FFA Market Plan Team will compete at the National FFA Convention, October 22-26, 2024. Miriana Eiden is running for national FFA office.



7. COMMITTEE REPORTS

SSmude – Construction Committee

8. SUPERINTENDENT'S REPORT

9. ADJOURN

Sansevere/Bjorklund to adjourn at 4:49 pm  
Motion carried 6-0

Respectfully submitted,

Adam Bjorklund, Clerk  
ISD 877 Board of Education