

Buffalo-Hanover-Montrose Schools  
School Board Meeting Minutes

Monday, January 22, 2024  
Regular Meeting  
Board Room  
214 - 1st Ave NE  
Buffalo, MN 55313  
7:00 PM

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1. CALL TO ORDER by Chair Melissa Brings at 7:00 pm AND ROLL CALL  
Present: Matt Hoffman, Amanda Lawrence, Bob Sansevere, Melissa Brings,  
Adam Bjorklund, Sheila Smude  
Absent: Sue Lee
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Approval of Agenda

Sansevere/Bjorklund to approve  
Motion carried 6-0
3. COMMUNICATIONS
  - A. Student Council Report  
Cambelle Feldman, Student Council Representative to the BOE  
Mid terms taking place. Feb 8 is registration night. Making plans for RAVE week.
  - B. Proud Of
    1. Scott Rabehl, BHS Instrumental Music Teacher, who was named the High School Music Educator of the Year by the Minnesota Music Educators Association.
  - C. Board Calendar Dates
    1. Monday, February 12, 2024 Board Workshop 4:30 pm NES
    2. Monday, February 26, 2024 Public Comment Session 6:30 pm DC Board Room
    3. Monday, February 26, 2024 Board Meeting 7:00 pm DC 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. Tyler Bruder, long-term substitute 1<sup>st</sup> Grade Teacher at Tatanka Elementary STEM School, effective on or about January 2, 2024 and ending on or about March 25, 2024. This is a replacement for Hannah Litterer.
    2. Scott Russek, Special Education Teacher at Parkside Elementary, effective January 2, 2024.

3. Steve Hermanson, long-term substitute Math Teacher at Buffalo Community Middle School, effective January 2, 2024 and ending February 15, 2024. This is a replacement for Leslie Miller.
4. Margaret Hohenstein, long-term substitute ECFE Teacher, effective on or about January 5, 2024 and ending March 6, 2024. This is a replacement for Emily Pearson.
5. Sabrina Taylor, Special Education ESP at Parkside Elementary, effective December 19, 2023.
6. Emma Groth, Special Education ESP at Buffalo Community Middle School, effective January 2, 2024. This is a replacement for Jody Bremer.
7. LouAnn Karels, Nutrition Services Aide at Hanover Elementary, effective January 22, 2024.
8. Kristen Coppes, KidKare Supervisor, effective January 16, 2024.
9. Elinor Breuer, ECFE Assistant, effective January 23, 2024. This is a replacement for Brittany Burns.

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

1. Eric Ogren, 2<sup>nd</sup> Shift Custodian at Hanover Elementary, retirement effective February 16, 2024.
2. Brittany Burns, ECFE Classroom Assistant, resignation effective December 21, 2023.
3. Krystin Willman, KidKare Supervisor, resignation effective January 3, 2024.
4. Miranda Nord, KidKare Supervisor, resignation effective January 12, 2024.
5. Stephanie Koecher, KidKare Supervisor, resignation effective December 18, 2023.
6. Traci Birkholz, Nutrition Services Assistant at Parkside Elementary, termination effective January 8, 2024.

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

1. Evalina Bach, Special Education/Transportation ESP at Parkside Elementary, increase from 15 to 17.5 hours/week, effective December 5, 2023.
2. Kristine Simonson, Special Education/Transportation ESP at Buffalo High School, increase from 31.25 to 32.5 hours/week, effective December 3, 2023.
3. Jessica Pack, Nutrition Services Assistant, transfer from Hanover Elementary to Buffalo High School and increase from 33.75 to 36.25 hours/week, effective January 22, 2024.
4. Sara Cich, ECFE Classroom Assistant, decrease from 36.25 to 33.75 hours/week, effective November 15, 2023.
5. Tonya Russell, Special Education ESP at Tatanka Elementary STEM School, decrease from 27.5 to 25 hours/week, effective September 5, 2023.
6. Kaitlyn Violet, KidKare Assistant, increase from 8.75 to 10 hours/week, effective January 15, 2024.
7. Samuel Lefstad, KidKare Assistant, increase from 7.5 to 12.5 hours/week, effective January 15, 2024.

8. Lori Steinhibel, KidKare Supervisor, increase from 25 to 30 hours/week, effective January 15, 2024.

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

1. Hazel Trigg, Nutrition Services Assistant at Buffalo High School, request for leave of absence effective November 27, 2023 and ending March 7, 2024.
2. Emily Pearson, ECFE Teacher, request for leave of absence effective January 2, 2024 and ending March 6, 2024.
3. Megan Losey, AVID Teacher/TOSA at Buffalo Community Middle School, request for leave of absence effective March 18, 2024 and ending June 7, 2024.
4. Carla Orson, Special Education ESP at PRIDE, request for leave of absence effective November 8, 2023 and ending February 28, 2024.
5. Jennifer Reid-Poser, ESP at Hanover Elementary, request for leave of absence effective November 30, 2023 and ending February 15, 2024.
6. Cheryl Kienholz, KidKare Supervisor, request for leave of absence effective February 1, 2024 and ending March 13, 2024.
7. Haley Franta, Grades 3-5 Teacher at Discovery Elementary, date adjustment to leave of absence to effective November 27, 2023 and ending February 29, 2024.
8. Patricia Darrow, Nutrition Services Manager at Discovery Elementary, request for leave of absence, effective January 4, 2024 and ending January 31, 2024.

B. Check Disbursements

Payroll checks # 9000144115 through 9000146889, and 206557 through 206563 amounting to \$3,782,109.90. P-card disbursement checks 8000002618 to 8000002655, totaling \$153,057.21. Bill-pay wires 810001772 through 8100001810. Employee reimbursement checks 9100004954 through 9100005048 and Accounts Payable checks 404016 through 404364 for the period of November 06, 2023 – January 17, 2024 as follows:

01	GENERAL FUND	4,915,196.17
02	FOOD SERVICE	305,807.27
04	COMMUNITY SERVICE	192,301.22
05	CAPITAL OUTLAY	241,660.73
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	45,113.35
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	274,124.25
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>210.81</u>
	TOTAL	\$5,974,413.80

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 5 - Jan. 14) is as follows:

Date	Vendor & Purpose	Amount
12/05/23	BMO Corporate MasterCard – P-Card	\$ 153,057.21
12/05/23	WEX – Flex/Health Insurance	8.10
12/06/23	eBay	(2,374.64)
12/06/23	WEX – Flex/Health Insurance	2,258.92
12/07/23	WEX – Flex/Health Insurance	1,250.00
12/08/23	FeePay - Community Ed Fee	6,495.52
12/11/23	Delta Dental – Dental Insurance	7,169.69
12/11/23	Delta Dental – Dental Insurance	1,143.00
12/11/23	FeePay - Community Ed Fee	1,450.00
12/12/23	WEX – Flex/Health Insurance	562.88
12/13/23	WEX – Flex/Health Insurance	1,326.45
12/14/23	Cash Management Service Fee - MSDLAF	36.00
12/14/23	WEX – Flex/Health Insurance	5,319.64
12/15/23	MN Public Employees Retirement Association	73,649.96
12/15/23	WEX – Flex/Health Insurance	1,598.63
12/15/23	IRS USA Tax Pmt – Federal Taxes	401,105.17
12/15/23	District #877 Employees – Employee Payroll	1,275,292.17
12/18/23	MN Dept. of Revenue – State Taxes	63,952.63
12/18/23	Delta Dental – Dental Insurance	11,170.05
12/18/23	WEX – Flex/Health Insurance	68.19
12/18/23	Educators Benefit Consultants – Deferred Annuities	60,034.73
12/18/23	MN Teachers Retirement Association	226,991.15
12/19/23	MN Dept. of Revenue – Sales Tax	3,912.00
12/19/23	WEX – Flex/Health Insurance	11,186.72
12/20/23	District #877 Employees – Employee Reimbursement	5,505.67
12/20/23	Alerus	538.00
12/21/23	BCBS - Health Insurance	839,985.40
12/21/23	Delta Dental – Dental Insurance	2,723.67
12/22/23	WEX – Flex/Health Insurance	416.67
12/22/23	Xcel Energy – Utility	642.14
12/26/23	Delta Dental – Dental Insurance	11,700.95
12/26/23	WEX – Flex/Health Insurance Admin Fee	2,269.75
12/26/23	WEX – Flex/Health Insurance	317.44
12/27/23	WEX – Flex/Health Insurance	965.67
12/28/23	MidAmerica - HRA	493,262.27
12/28/23	MidAmerica - Special Pay Plan	51,051.55
12/29/23	MN Public Employees Retirement Association	77,661.27
12/29/23	IRS USA Tax Pmt – Federal Taxes	414,003.08
12/29/23	District #877 Employees – Employee Payroll	1,364.45
12/29/23	IRS USA Tax Pmt – Federal Taxes	84.16
12/29/23	District #877 Employees – Employee Payroll	1,337,718.24
12/29/23	MN Teachers Retirement Association	229,220.51
01/02/24	Delta Dental – Dental Insurance	8,040.04
01/02/24	Educators Benefit Consultants – Deferred Annuities	61,094.71

01/02/24	WEX – Flex/Health Insurance	12,459.42
01/02/24	MN Dept. of Revenue – State Taxes	65,914.25
01/03/24	eBay	(2,434.44)
01/03/24	WEX – Flex/Health Insurance	7,592.71
01/03/24	Xcel Energy – Utility	63.90
01/03/24	District #877 Employees – Employee Reimbursement	2,476.20
01/04/24	WEX – Flex/Health Insurance	744.70
01/05/24	WEX – Flex/Health Insurance	5,255.08
01/05/24	BMO Corporate MasterCard – P-Card	155,530.44
01/08/24	WEX – Flex/Health Insurance	1,492.63
01/08/24	Delta Dental – Dental Insurance	8,461.35
01/09/24	WEX – Flex/Health Insurance	4,134.76
01/09/24	FeePay - Community Ed Fee	4,678.88
01/10/24	FeePay - Community Ed Fee	1,300.00
01/11/24	WEX – Flex/Health Insurance	693.50
01/12/24	WEX – Flex/Health Insurance	8,041.32
01/12/24	District #877 Employees – Employee Payroll	1,164,407.48
01/12/24	IRS USA Tax Pmt – Federal Taxes	363,550.98
01/12/24	MN Teachers Retirement Association	221,541.55
01/12/24	MN Public Employees Retirement Association	56,474.91
	Total	<u>\$ 7,927,609.43</u>

D. Minutes - December 11, 2023 Regular Meeting and January 8, 2024 Special Meeting  
Hoffman/Smude to approve  
Motion carried 6-0

5. ACTION ITEMS

A. Resolution Accepting Donations/Grants totalling \$39,207.26  
Melissa Brings, Chair

Lawrence/Bjorklund to approve  
Motion carried 6-0

B. 2024-25 Budget Assumptions  
Ryan Tangen, Director of Finance and Operations

Shared background information regarding the development of the budget assumptions to build the 2024-25 budget. Lower class size ratios for staffing were put into place with Federal ESSR funds to help with student needs after COVID. Budget recommendations include the return to prior staffing ratios which means a reduction in staff.

Sansevere/Bjorklund to approve  
Motion carried 6-0

C. 2024-25 School Calendar

Scott Thielman, Superintendent

The 2024-25 calendar was first presented in November. The draft calendar has been reviewed and schedules for construction projects have been considered. It has been determined that the traditional start and end dates will be used for the 2024-25 school calendar.

Smude/Lawrence to approve

Motion carried 6-0

D. 2024 Authorized Signers

Ryan Tangen, Director of Finance and Operations

Annually required resolution - resolved that 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 Michelle Dionne.

Hoffman/Lawrence to approve

Motion carried 6-0

E. 2024 Authorization for Electronic Fund Transfers

Ryan Tangen, Director of Finance and Operations

Annually required resolution - resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson and Michelle Dionne.

Hoffman/Smude to approve

Motion carried 6-0

F. Resolution Amending Prior Resolution Stating the Intention of the School District to Issue General Obligation School Building Bonds, Series 2024A and Bond Pre-Sale Report

Ryan Tangen, Director of Finance and Operations

Jodi Zesbaugh from Ehlers presented information about this resolution which changes the date for the sale of bonds. The District has a good credit rating which provides for better bidding by more bidders. Proposals for purchase of bonds is scheduled for February 22 and the sale will be awarded at the February 26<sup>th</sup> school board meeting.

Bjorklund/Sansevere to approve

Motion carried 6-0

G. Resolution Stating the Intention of the School Board to Issue General Obligation School Building Refunding Bonds, Series 2024B, in the Aggregate Principal Amount of Approximately \$32,800,000; and Taking Other Actions with Respect Thereto and Bond Pre-Sale Report

Ryan Tangen, Director of Finance and Operations

This refunds (refinances) the existing 2015 bonds at better interest rates and provides a return to the taxpayers. This will coincide with the sale of the school building bonds. Ehlers will provide information throughout this process. Call for the sale of the bonds would follow the same timeline as the school building bonds.

Smude/Lawrence to approve  
Motion carried 6-0

## 6. REPORTS

### A. Out-of-State Trip - The HERD Marching Band to Massachusetts

Scott Rabehl, BHS Band Teacher and HERD Director

Trip will take place July 2-8, 2024. The band travels every other year. Number of participants has not been determined. Fundraising activities are taking place during the year. Performance Tours has been the tour guide company for fifteen years.

Discussion – board gave preliminary approval

## 7. COMMITTEE REPORTS

MH – SEAC

BS – MSHSL, Teacher Negotiations

AB – Custodian Negotiations

MB – Teacher and Custodian Negotiations

## 8. SUPERINTENDENT'S REPORT

Legislative session approaching and hearing that there may not be any additional funding.

## 9. ADJOURN

Sansevere/Hoffman to adjourn at 8:00 pm  
Motion carried 6-0

Respectfully submitted,

Adam Bjorklund, Clerk  
ISD #877 Board of Education