

Buffalo-Hanover-Montrose Schools

School Board Meeting Minutes

Monday, October 25, 2021 Regular Meeting
Board Room 214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

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

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

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – 4 speakers regarding topics of masking and request for transparency in sex education curriculum materials.

C. Approval of Agenda

Sansevere/Lee to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report, Erica Kyllonen, Student Representative

Homecoming events went well and had good participation. Conferences have taken place.

B. Proud Of

1. Rachel Lawrence, Senior at BHS, who was named a Commended Student in the National Merit Scholarship Program.

C. Board Calendar Dates

1. Monday, November 8, 2021 Board Workshop 4:30 p.m. BHS

2. Monday, November 22, 2021 Board Meeting 7:00 p.m. Discovery 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. Jackson Schepp, Physical Education/Science Teacher at Buffalo High School, effective September 23, 2021 and ending November 12, 2021. This is a replacement for Scott Olson/Rachel Busch.
2. Kristi Harlan, AVID Tutor at Buffalo Community Middle School, effective October 12, 2021. This is a replacement for Patricia Woods.
3. Emily Burrell, AVID Tutor at Buffalo Community Middle School, effective October 14, 2021.

4. Laura Sundell, ECSE ESP at Buffalo Headstart/WTC, effective October 4, 2021. This is a replacement for Kathy Morgan.
5. Jody Bremer, ESP at Buffalo Community Middle School, effective September 28, 2021. This is a replacement for April Vedders.
6. Tangy Seaboy, Nutrition Services Assistant at Buffalo High School, effective September 28, 2021. This is a replacement for Jaime Hamlin.
7. Kallie Wycoff, KidKare Assistant, effective October 11, 2021.
8. Rachel Hartfiel, ECFE Teacher, effective October 11, 2021. This is a replacement for Andrea Jonasson.
9. Amy Steiner, District-wide Health Office ESP, effective October 28, 2021. This is a replacement for Erin Conner.
10. Victoria Swanson, Special Education ESP at Montrose Elementary School of Innovation, effective October 25, 2021.

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

1. Emily Burrell, ECFE Assistant, resignation effective October 19, 2021.
2. Jasmine Nothnagel, AVID Tutor at Buffalo Community Middle School/Buffalo High School, resignation effective June 10, 2021.
3. Ingrid Carlson, KidKare Aide, resignation effective September 23, 2021.

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

1. Kallie Wycoff, Special Education ESP at Montrose Elementary School of Innovation, increase from 5 to 5.5 hours/day, effective October 4, 2021.
2. Jennifer Reid-Poser, ESP at Hanover Elementary, increase from 2.25 to 3.25 hours/day, effective October 13, 2021.
3. Solveig Nelson, SEB ESP at Hanover Elementary, increase from 3.25 to 6.5 hours/day, effective October 13, 2021.
4. Bridget Barton, ESP at Hanover Elementary, increase from 3.5 to 4 hours/day, effective October 13, 2021.
5. Jody Bremer, ESP at Buffalo Community Middle School, transfer from Supervisory for 4 hours/day to Special Education for 6.5 hours/day, effective October 15, 2021.

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

1. Lisa Jensen, English Language Development Teacher at Buffalo Community Middle School/Buffalo High School, request for leave of absence effective October 11, 2021 and ending January 1, 2022.
2. Emma Lindenfelser, 1st Grade Teacher at Parkside Elementary, request for leave of absence effective on or about January 23, 2022 and ending on or about March 18, 2022.
3. Eileen Schmidt, 3rd Grade Teacher at Hanover Elementary, request for leave of absence effective October 19, 2021 and ending January 19, 2022.

4. Rebecca Braith, ESP at Montrose Elementary School of Innovation, request for leave of absence, effective November 16, 2021 and ending January 18, 2022.
5. Haley Franta, Grades 3-4-5 Teacher at Discovery Elementary, request for leave of absence, effective on or about March 6, 2022 and ending on or about May 27, 2022.
6. Carla Orson, Special Education ESP at PRIDE, request for leave of absence effective September 17, 2021 and ending October 15, 2021.
7. Charlotte Torgerson, ECCE Classroom Assistant, extension of leave of absence to end October 19, 2021.

B. Check Disbursements

Payroll checks # 900099578 through 900100749, and 206121 through 206170 amounting to \$2,885,425.95. P-card disbursement checks 8000001743 to 8000001769, totaling \$185,272.34. Bill-pay wires 810001139 through 8100001154. Employee reimbursement checks 9100003468 through 9100003511, and Accounts Payable checks 397487 through 397729 for the period of September 15, 2021 – October 20, 2021 as follows:

| | | |
|----|-----------------------------|----------------|
| 01 | GENERAL FUND | 3,336,215.21 |
| 02 | FOOD SERVICE | 223,522.89 |
| 04 | COMMUNITY SERVICE | 166,443.04 |
| 05 | CAPITAL OUTLAY | 418,205.02 |
| 06 | NEW BUILDING | 22,883.00 |
| 07 | DEBT SERVICE | .00 |
| 09 | ACTIVITY FUND | 7,281.27 |
| 16 | ALTERNATIVE FACILITIES | .00 |
| 45 | POST EMP BENEFITS IRREV TRU | 47,909.98 |
| 47 | DEBT REDEMPTION | .00 |
| 51 | ACTIVITIES | .00 |
| | TOTAL | \$4,222,460.41 |

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 17 - Oct. 14) is as follows:

| Date | Vendor & Purpose | Amount |
|----------|--|-------------|
| 09/20/21 | Further – Flex/Health Insurance | \$ 7,381.11 |
| 09/20/21 | Xcel Energy – Utility | 879.30 |
| 09/20/21 | Alerus | 706.00 |
| 09/20/21 | Delta Dental – Dental Insurance | 3,996.74 |
| 09/21/21 | Educators Benefit Consultants – Deferred Annuities | 41.67 |

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|----------|--|------------------------|
| 09/21/21 | Educators Benefit Consultants – Deferred Annuities | 41.67 |
| 09/21/21 | Educators Benefit Consultants – Deferred Annuities | 60,583.62 |
| 09/21/21 | Delta Dental – Dental Insurance | 2,433.44 |
| 09/22/21 | Further – Flex/Health Insurance | 3,421.14 |
| 09/27/21 | Delta Dental – Dental Insurance | 7,440.03 |
| 09/28/21 | Xcel Energy – Utility | 85.38 |
| 09/29/21 | Further – Flex/Health Insurance | 4,218.79 |
| 09/30/21 | District #877 Employees – Employee Payroll | 1,125,904.76 |
| 10/01/21 | District #877 Employees – Employee Reimbursement | 1,356.48 |
| 10/01/21 | MN Public Employees Retirement Association | 59,337.57 |
| 10/01/21 | Chicago USA Tax Pmt – Federal Taxes | 373,648.55 |
| 10/01/21 | MN Teachers Retirement Association | 197,963.16 |
| 10/01/21 | MN Dept. of Revenue – State Taxes | 60,108.96 |
| 10/01/21 | MN Dept. of Revenue - Garnishments/Child Support | 394.20 |
| 10/04/21 | Educators Benefit Consultants – Deferred Annuities | 61,854.68 |
| 10/04/21 | Delta Dental – Dental Insurance | 8,030.42 |
| 10/05/21 | BMO Corporate MasterCard – P-Card | 185,272.34 |
| 10/06/21 | Further – Flex/Health Insurance | 1,333,476.45 |
| 10/08/21 | Vanco - Food Service/Activities Fee | 5.35 |
| 10/08/21 | FeePay - Community Ed Fee | 4,427.49 |
| 10/12/21 | Delta Dental – Dental Insurance | 432.45 |
| 10/12/21 | Delta Dental – Dental Insurance | 6,591.82 |
| 10/12/21 | FeePay - Community Ed Fee | 1,300.00 |
| 10/13/21 | Further – Flex/Health Insurance | 7,000.00 |
| 10/14/21 | Further – Flex/Health Insurance | 29,610.14 |
| | Total | <u>\$ 3,547,943.71</u> |

D. Minutes - September 27, 2021 Regular Meeting

E. Donations/Grants totaling \$5179.

Lee/Reineck to approve

Motion carried 7-0

5. ACTION ITEMS

A. 2020-21 Financial Audit, Ryan Tangen, Director of Finance and Operations

Janel Bitzan of KDV presented the audit findings. The district was issued a clean opinion with no findings in regards to auditing standards, uniform guidance or Minnesota Legal Compliance. Decrease in elementary ADM has been seen across the state due to COVID. Budget came in better than anticipated largely due to lower enrollment but then also lower staffing and supplies expenditures due to COVID. COVID funding is accounted for. Ended with an increase in our fund balance compared to the previous year. This is a planned increase with funds from the referendum passed in 2019. Food Service ended with an increase in their fund balance due to the Federal programs provided during COVID. Community Service ended with a decrease in the fund balance due to the canceled programming and

increased staffing needs to provide free child care services during COVID.

Ogden/Bjorklund to approve

Motion carried 7-0

B. Resolution – General Obligation School Building Refunding Bonds, Series 2021A

Ryan Tangen, Director of Finance and Operations

Matthew Hammer presented from Ehlers Public Finance Advisors. Low bid was received from Piper Sandler & Company, Minneapolis MN. Estimated an interest rate of .64% and ended at .3703% on this \$7,980,000 Refunding Bond Sale for the bonds used for the construction of Northwinds Elementary and Alternative Facilities bonds for projects completed at Tatanka, Hanover, Discovery and Montrose elementary schools. Four bids were received with bids being very tight with the range being from the low rate of .3703% to a high of .4681%. This will result in a \$397,000 savings provided directly to the taxpayers.

Sansevere Lee to approve Resolution Awarding the Sale, Determining the Form and Specifications, Authorizing the Execution, Delivery and Providing for the Payment of General Obligation School Building Refunding Bonds, Series 2021A.

Discussion: Pleased with Moody investors assigning an Aa2 rating to the district.

Motion carried 7-0

C. Homebound Pay Rates, Scott Thielman, Superintendent

Will revise the base pay from \$25/\$27 to \$32 for homebound instruction and eliminates a pay differential used for mileage.

Lee/Lawrence to approve

Motion carried 7-0

D. Policy Review – Legislative, Ryan Tangen, Director of Finance and Operations

1. Policy #534 Unpaid Meal Charges

Revisions were legislative changes enacted in 2021. No more revisions made to this policy since its review.

Reineck/Sansevere to approve

Motion carried 7-0

E. 2021 Teacher Seniority Lists, Anita Underberg, Admin. Asst. to Supt./BOE

The Teacher Seniority lists have been posted for 20 days according to contract requirements and all revisions have been verified.

Sansevere/Lee to approve

Motion carried 7-0

6. REPORTS

- A. 2021-22 Enrollment Reports, Anita Underberg, Admin. Asst. to Supt./BOE
1. October 1st Enrollment Report – The official enrollment is set at 5279.99. Projected 5340 students for 2021-22. The decrease in students is seen at both the elementary and middle school levels. Currently have 312 homeschooled students compared to 447 last year.
 2. October 2021 Class Size Report – Average class sizes have increased at many levels. There are currently seven classrooms at 30 or above at grades 3, 4 and 5. Class size analysis shows an average class size of 22.8 at the elementary level, 25.92 at the middle school level and 31.29 at the high school level. The goal of the district has been to keep class size the lowest at the kindergarten level and then goal levels increase across the grade levels. Difficult to balance class sizes when our elementary buildings are arranged by attendance area. Have experienced large classes at the elementary level before. District planned to cut 15 teachers but only cut 7.5 teachers which helped with class sizes and classroom instruction.

Discussion: Have added SEB support staff to help with classroom hotspots in each building.

7. COMMITTEE REPORTS

AB – SWMetro ISD

AR - CEAC

8. SUPERINTENDENT'S REPORT

Nutrition Services continues to experience supply and distribution disruptions and needs.

COVID numbers are continuously monitored and posted on our district dashboard each Thursday.

9. OTHER

Ogden/Sansevere to adjourn at 8:04 p.m.

Respectfully submitted,

Bob Sansevere, Clerk
ISD 877 Board of Education