

**Buffalo-Hanover-Montrose Schools ISD 877  
School Board Meeting Agenda**

**Monday, January 9, 2023  
Special Meeting  
Board Room  
214 – 1st Ave NE  
Buffalo, MN 55313  
4:30 PM**

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**MINUTES**

1. CALL TO ORDER BY Chair Bob Sansevere at 4:35 AND ROLL CALL

Present: Matt Hoffman, Amanda Lawrence, Bob Sansevere, Adam Bjorklund,  
Sheila Smude

Absent: Melissa Brings, Sue Lee

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Approval of Agenda

Bjorklund/Lawrence to approve  
Motion carried 5-0

3. CONSENT AGENDA

- A. Personnel

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

- 1. Dana Fortier, Music Teacher at Northwinds Elementary, effective December 12, 2022. This is a replacement for Kristi Wagner.
- 2. Michelle Bestland, long-term substitute 2<sup>nd</sup> Grade Teacher at Hanover Elementary, effective January 3, 2023 and ending March 3, 2023. This is a replacement for Andrea Carlson.
- 3. Paul Downer, Communications Coordinator, effective December 30, 2022. This is a replacement for Laura Lindquist.
- 4. Melody Kalkbrenner, Nutrition Services Assistant at Montrose Elementary School of Innovation, effective December 19, 2022. This is a replacement for Angela Bartholomaus.
- 5. Ryan Kluver, Special Education ESP at Buffalo High School, effective December 19, 2022.
- 6. Kari Heine, ECFE Assistant, effective December 13, 2022. This is a replacement for Kendra Durgin.

7. Samantha Estes, KidKare Supervisor, effective January 3, 2023.
8. Jocelynn Geib, KidKare Assistant, effective January 3, 2023.

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

1. Joanne Jarvis, Music Teacher at Parkside Elementary, resignation effective December 9, 2022.
2. Vicki Rasset, Scheduling Assistant at Buffalo Community Middle School, resignation effective January 6, 2023.
3. David Trapp, Custodian at Tatanka Elementary STEM School, resignation effective December 30, 2022.
4. Yasmeen Davis, ESP at Tatanka Elementary STEM School, resignation effective December 13, 2022.
5. Mattie Winger, Special Education ESP at Buffalo Community Middle School, resignation effective January 5, 2023.
6. Leslie Hernandez, KidKare Assistant, resignation effective December 20, 2022.

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

1. Barbara Billing-Smith, Nutrition Services Assistant at Tatanka Elementary STEM School, increase from 30 to 36.25 hours/week, effective December 19, 2022.
2. Daniel Lindholm, Custodian at Buffalo Community Middle School, transfer from part-time to full time, effective December 12, 2022. This is a replacement for Jason Lundy.
3. Miranda Jordan, Custodian, transfer from Parkside Elementary to Tatanka Elementary STEM School, effective January 3, 2023. This is a replacement for David Trapp.
4. Kim Young, transfer from Counseling Secretary at Buffalo High School to Scheduling Assistant at Buffalo Community Middle School, effective January 6, 2023. This is a replacement for Vicki Rasset.
5. Steven Randall, transfer from District-Wide Maintenance to Custodian at Buffalo High School, effective January 3, 2023. This is a replacement for James Ingram, Jr.
6. Randall Stoick, Math Teacher at Buffalo High School, extension of assignment to end February 28, 2023.

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

1. Jessica Bajoro Alarcon, ESP at Buffalo Community Middle School, request for leave of absence, effective May 9, 2023 and ending June 8, 2023.
2. Richard Thompson, Head Engineer at Hanover Elementary, date adjustment for leave of absence to ending December 30, 2022.
3. Andrea Carlson, 2<sup>nd</sup> Grade Teacher at Hanover Elementary, request for leave of absence, effective December 13, 2022 and ending March 3, 2023.
4. Emily Moritz, Special Education Teacher at Montrose Elementary School of Innovation, request for leave of absence, effective February 8, 2023 and ending May 8, 2023.

Supt. Thielman introduced Paul Downer as the new Communications Coordinator.

Lawrence/Bjorklund to approve

Motion carried 5-0

#### 4. ACTION ITEMS

##### A. Election of Chair

B Sansevere nominated Melissa Brings as Chair

No further nominations

Melissa Brings declared Chair by acclamation

##### B. Election of Vice Chair

A Bjorklund nominated Bob Sansevere as Vice Chair

No further nominations

Bob Sansevere declared Vice Chair by acclamation

##### C. Election of Clerk

B Sansevere nominated Adam Bjorklund as Clerk

No further nominations

Adam Bjorklund declared Clerk by acclamation

##### D. Election of Treasurer

B Sansevere nominated Amanda Lawrence as Treasurer

No further nominations

Amanda Lawrnece declared Treasurer by acclamation

##### E. Election of Acting Clerk/Treasurer

B Sansevere nominated Sue Lee at Acting Clerk/Treasurer

No further nominations

Sue Lee declared Acting Clerk/Treasurer by acclamation

##### F. 2023 Committee Assignments, Scott Thielman, Superintendent

Outside Agencies:

AMSD - Amanda Lawrence with Bob Sansevere as Alternate

MSHSL – Bob Sansevere with Adam Bjorklund as Alternate

NWSISD – Bob Sansevere with Sheila Smude as Alternate

SEE – Amanda Lawrence with Susan Lee as Alternate

SWMISD – Adam Bjorklund with Melissa Brings as Alternate

United for Youth – Melissa Brings with Matt Hoffman

WTC – Sue Lee with Bob Sansevere as Alternate

District 877 Committees:

Advertising – Melissa Brings with Bob Sansevere as Alternate

Buildings & Grounds – Melissa Brings with Bob Sansevere as Alternate

CEAC – Sheila Smude with Matt Hoffman as Alternate

877 Foundation – Amanda Lawrence with Matt Hoffman as Alternate

DCTLIC – Sheila Smude/Matt Hoffman with Amanda Lawrence as Alternate  
Insurance Committee – Adam Bjorklund with Amanda Lawrence as Alternate  
Safe Schools – Melissa Brings with Bob Sansevere as Alternate  
SEAC – Sue Lee with Matt Hoffman as Alternate  
Transportation – Bob Sansevere/Melissa Brings with Sue Lee as Alternate

Negotiations:

Custodians – Melissa Brings, Adam Bjorklund  
Teachers – Melissa Brings, Bob Sansevere  
Clerical – Adam Bjorklund, Sheila Smude  
Food Service – Amanda Lawrence, Sue Lee  
Non-Affiliated – Matt Hoffman, Sheila Smude  
ESPs – Amanda Lawrence, Melissa Brings  
Principals – Melissa Brings, Bob Sansevere

Lawrence/Smude to approve  
Motion carried 5-0

Lawrence/Bjorklund to adjourn at 5:01  
Motion carried 5-0

Respectfully submitted,

Adam Bjorklund, Clerk  
ISD 877 Board of Education