

**Buffalo-Hanover-Montrose Schools**  
**School Board Meeting**  
**MINUTES**

**Monday, January 24, 2022**  
**Regular Meeting**  
**Board Room 214 - 1st Ave NE**  
**Buffalo, MN 55313**  
**7:00 PM**

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1. CALL TO ORDER BY Clerk Bob Sansevere at 7:00 p.m. AND ROLL CALL

Present: Bob Sansevere, Ken Ogden, Adam Bjorklund, Amanda Lawrence

Absent: Sue Lee, Melissa Brings, Amanda Reineck

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment -

C. Approval of Agenda

Lawrence/Bjorklund to approve

Motion carried 4-0

3. COMMUNICATIONS

A. Student Council Report, Erica Kyllonen – RAVE Week will take place during Buffalo Strong Week. Activities and fundraisers will take place every day. Community event on the evening of February 9<sup>th</sup> in the PAC. Will read to elementary students during I Love to READ month. Just Say Hello movement will be shared at other buildings.

B. Proud Of

1. Jennifer Heebink, DAPE Teacher at BCMS and BHS, who was named the 2022 Central District Teacher of the Year by SHAPE America and will advance to the National Competition in the areas of Health, PE, Adapted PE and Dance.

2. BHS Phoenix students who made tie blankets and truth cards with messages of encouragement for the Lake Ridge Nursing Home residents and staff.

3. Kylie Kelm, Jacob Muellerleile and Nolan Rabon, 8th Grade Quest students at BCMS, who were nominated for the 2022 Star of the North Award sponsored by the MN Educators of the Gifted and Talented.

C. Board Calendar Dates

1. Monday, January 24, 2022 Board Retreat 3:00-5:30 p.m. DES Board Room

2. Monday, February 14, 2022 Board Workshop 4:30 p.m. TESS

3. Monday, February 28, 2022 Board Meeting 7:00 p.m. DES Board Room

4. CONSENT AGENDA

A. Personnel

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

1. Sarah Haas, long-term substitute 1<sup>st</sup> Grade Teacher at Parkside Elementary, effective on or about January 23, 2022 and ending on or about March 18, 2022. This is a replacement for Emma Lindenfelser.
2. Jacob Wilts, Agriculture Teacher at Buffalo High School, effective January 31, 2022. This is a replacement for Amy French and is contingent upon receipt of appropriate licensure.
3. Amanda Bicknell, Science Teacher at Buffalo High School, effective January 31, 2022. This is a replacement for Rachel Busch and is contingent upon receipt of appropriate licensure.
4. Nicole Dietman, long-term substitute Grades 3-5 Teacher at Discovery Elementary, effective on or about March 6, 2022 and ending on or about May 27, 2022. This is a replacement for Haley Franta.
5. Alicia Meyer, ECSE ESP at Parkside Elementary, effective January 4, 2022. This is a replacement for Damon Reeves.
6. Damon Reeves, Special Education ESP at Northwinds Elementary, effective January 10, 2022. This is a replacement for Dustine Jerde.
7. Angela Bartholomaeus, Nutrition Services Assistant at Montrose Elementary School of Innovation, effective December 13, 2021. This is a replacement for Patty Maas.
8. Laura Neu, Nutrition Services Assistant at Tatanka Elementary STEM School, effective January 18, 2022. This is a replacement for Patty Kollar.
9. Kati Dvorak, Nutrition Services Assistant at Hanover Elementary, effective January 24, 2022. This is a replacement for Mary Jo Ende.
10. Mary Austad, Nutrition Services Assistant at Discovery Elementary, effective February 1, 2022. This is a replacement for Ann Brown.
11. Jack Smith, KidKare Aide, effective November 15, 2021.
12. Annette Muckenhirn, KidKare Supervisor, effective January 4, 2022.
13. Donna Doboszinski, KidKare Supervisor, effective January 10, 2022.

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

1. Lori Olson, 4<sup>th</sup> Grade Teacher at Northwinds Elementary, retirement effective June 10, 2022.
2. MaryJo Ende, Nutrition Services Assistant at Hanover Elementary, retirement effective January 7, 2022.
3. Mona Weisman, Phoenix Learning Center Secretary, retirement effective December 31, 2021.
4. Patricia Kollar, Nutrition Services Aide at Tatanka Elementary School of Innovation, retirement effective January 10, 2022.
5. Samantha Hill, ESP at Northwinds Elementary, resignation effective January 7, 2022.
6. Jason Johnson, Head Engineer at Buffalo Community Middle School, resignation effective January 28, 2022.
7. David Larson, Custodian at Buffalo High School, resignation effective January 3, 2022.
8. Annette Muckenhirn, KidKare Supervisor, resignation effective January 6, 2022.

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

1. Andrea Jonasson, ECFE Teacher, increase from .466 to .488 FTE, effective August 30, 2021.
2. Andrea Jonasson, FACS/REACH Teacher at Buffalo High School, increase from .408 to .476 FTE, effective January 28, 2022.
3. Jennifer Dismang, ECFE Teacher, increase from .488 to .508 FTE, effective August 30, 2021.
4. Tracy Hoff-Cotton, Special Education ESP at Northwinds Elementary, increase from 26.25 to 30 hours/week, effective January 3, 2022.
5. Chad Maenke, Special Education ESP at Northwinds Elementary, increase from 17.5 to 28.75 hours/week, effective January 18, 2022.
6. Michelle Rietveld, Special Education ESP at Tatanka Elementary STEM School, increase from 30 to 32.5 hours/week, effective January 7, 2022.
7. Patricia Moe, Special Education ESP at Tatanka Elementary STEM School, increase from 17.5 to 32.5 hours/week, effective January 3, 2022.
8. Jessica Rud, ESP at Parkside Elementary, transfer from Special Education to Social Emotional Behavior ESP, effective February 7, 2022.
9. Marlene Rudenick, Special Education ESP at Buffalo Community Middle School, decrease from 8 to 7 hours/day, effective September 7, 2021.
10. Lisa Dohrmann, Nutrition Services Assistant at Tatanka Elementary STEM School, transfer from Buffalo High School to Tatanka Elementary STEM School, effective February 1, 2022. This is a replacement for Angela McClelland.
11. Ann Brown, Nutrition Services Assistant at Northwinds Elementary, transfer from Discovery Elementary to Northwinds Elementary, effective January 10, 2022. This is a replacement for Kim Schmidt.
12. Nancy Allen, transfer from temporary Nutrition Services Manager at Discovery Elementary to Nutrition Services Lead at Buffalo Community Middle School, effective January 3, 2022.
13. Patricia Darrow, transfer from temporary Nutrition Services Manager at Tatanka Elementary STEM School to Nutrition Services Manager at Discovery Elementary, effective January 3, 2022.
14. Tracy Madsen, Nutrition Services Manager at Tatanka Elementary STEM School, increase from 35 to 37.5 hours/week, effective January 3, 2022.
15. Sandra Meyer, transfer from Nutrition Services Assistant at Buffalo Community Middle School to Buffalo High School, effective January 3, 2022.
16. Susan VanLith, Nutrition Services Manager at Northwinds Elementary, increase from 35 to 37.5 hours/week, effective January 3, 2022.
17. Merissa Johnson, transfer from Nutrition Services Aide to Assistant at Buffalo Community Middle School, effective January 10, 2022.
18. Rick Aulwes, Head Engineer, transfer from Tatanka Elementary STEM School to Buffalo Community Middle School, effective January 26, 2022.
19. Kimberly Laumann, KidKare Supervisor, decrease from 10 to 6 hours/week, effective November 1, 2021.
20. Elizabeth Demgen, KidKare Supervisor, decrease from 17.5 to 7 hours/week, effective January 4, 2022.

21. Tyler Bruder, KidKare Supervisor, increase from 27.5 to 30 hours/week, effective November 1, 2021, and increase from 30 to 35 hours/week, effective December 1, 2021.
22. Linda Hoffman, KidKare Supervisor, decrease from 37.5 to 30 hours/week, effective January 10, 2022.
23. Miah Simpson, KidKare Assistant, decrease from 30 to 25 hours/week, effective November 2, 2021, and increase from 25 to 31.25 hours/week, effective January 3, 2022.
24. Damon Reeves, KidKare Assistant, decrease from 20 to 10 hours/week, effective January 3, 2022.
25. Victoria Swanson, KidKare Assistant, decrease from 10 to 7.5 hours/week, effective December 16, 2021.
26. Kallie Wycoff, KidKare Assistant, decrease from 10 to 5 hours/week, effective December 6, 2021.
27. Cole Dostal, KidKare Aide, increase from 13.75 to 20 hours/week, effective November 1, 2021.
28. Stuart Carter, KidKare Aide, increase from 10 to 20 hours/week, effective November 1, 2021.
29. Jayda Knutson, KidKare Aide, increase from 18.75 to 35 hours/week, effective January 10, 2022.
30. Amanda Clasemann, transfer from Benefits/Business Office Assistant to Benefits/Payroll Assistant, effective January 3, 2022.
31. Rebecca Commerford, ECFE Classroom Assistant, increase from 8.75 to 10 hours/day, effective January 3, 2022.

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

1. Bette Koepsell, ESP at Tatanka Elementary STEM School, request for leave of absence, effective January 7, 2022 and ending February 18, 2022.
2. Lisa Jude, Special Education ESP at Parkside Elementary, request for leave of absence, effective November 15, 2021 and ending December 22, 2021.
3. Anna Lantz, Kindergarten Teacher at Hanover Elementary, request for leave of absence, effective on or about March 25, 2022 and ending June 10, 2022.
4. Linda Hoffman, KidKare Supervisor, request for leave of absence, effective November 3, 2021 and ending January 7, 2022.
5. Rebecca Schultz, Special Education Teacher, change of leave of absence end date from February 7, 2022 to January 3, 2022.
6. Rebecca Braith, ESP at Montrose Elementary School of Innovation, change of leave of absence end date from January 18, 2022 to December 22, 2021.
7. Cecelia VanDorp, Special Education Teacher at Parkside Elementary, change of leave of absence start date from November 19, 2021 to November 11, 2021.
8. Jessica Solberg, Special Education Teacher at Discovery Elementary, change of leave of absence dates from effective December 29, 2021 and ending February 23, 2022, to effective December 16, 2021 and ending February 8, 2022.
9. Keegan Murphy, English Teacher at Buffalo Community Middle School, change of leave of absence end date from December 22, 2021 to January 28, 2022.

10. Megan Breyer, FACS Teacher at Buffalo Community Middle School and Buffalo High School, request for leave of absence, effective January 31, 2022 and ending April 1, 2022.
11. Michelle Lunacek, Speech Language Pathologist at Hanover Elementary, request for leave of absence, effective December 9, 2021 and ending March 1, 2022.

**B. Check Disbursements**

Payroll checks # 900104163 through 900106757, and 206219 through 206236 amounting to \$3,408,770.02. P-card disbursement checks 800001805 to 800001865, totaling \$269,093.81. Bill-pay wires 810001199 through 8100001219. Employee reimbursement checks 9100003582 through 9100003679, and Accounts Payable checks 398101 through 398468 for the period of December 13, 2021 – January 19, 2022 as follows:

01	GENERAL FUND	2,699,678.91
02	FOOD SERVICE	396,607.61
04	COMMUNITY SERVICE	95,227.14
05	CAPITAL OUTLAY	216,758.93
06	NEW BUILDING	500.00
07	DEBT SERVICE	4,250.00
09	ACTIVITY FUND	28,403.50
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	436,353.82
47	DEBT REDEMPTION	.00
51	ACTIVITIES	250.00
	<b>TOTAL</b>	<b>\$3,878,029.91</b>

**C. Electronic Fund Transfers**

12/03/21	Further – Flex/Health Insurance	2,566.63
12/03/21	Further – Flex/Health Insurance	10,648.99
12/06/21	BCBS - Health Insurance	(1,604.00)
12/06/21	Delta Dental – Dental Insurance	3,816.01
12/06/21	RevTrak	30.04
12/07/21	BMO Corporate MasterCard – P-Card	13,329.34
12/08/21	FeePay - Community Ed Fee	1,450.00
12/08/21	Further – Flex/Health Insurance	9,845.19
12/08/21	FeePay - Community Ed Fee	5,864.29
12/13/21	Delta Dental – Dental Insurance	406.18
12/13/21	Delta Dental – Dental Insurance	11,604.89
12/14/21	Cash Management Service Fee - MSDLAF	33.58
12/15/21	District #877 Employees – Employee Payroll	1,147,616.02
12/15/21	District #877 Employees – Employee	3,531.11
12/15/21	Further – Flex/Health Insurance	1,782.26
12/15/21	MN Teachers Retirement Association	196,440.16

12/15/21	Further – Flex/Health Insurance	5,600.00
12/15/21	Chicago USA Tax Pmt – Federal Taxes	373,519.61
12/15/21	MN Public Employees Retirement Association	67,399.82
12/16/21	Educators Benefit Consultants – Deferred	61,304.37
12/16/21	MN Dept. of Revenue - Garnishments/Child	394.20
12/16/21	MN Dept. of Revenue – State Taxes	59,592.51
12/17/21	Further – Flex/Health Insurance	1,436.74
12/17/21	Further – Flex/Health Insurance	13,818.98
12/20/21	Alerus	546.00
12/20/21	Delta Dental – Dental Insurance	10,190.73
12/21/21	Delta Dental – Dental Insurance	2,483.38
12/21/21	MN Dept. of Revenue – Sales Tax	998.00
12/21/21	Xcel Energy – Utility	668.80
12/21/21	BCBS - Health Insurance	737,531.42
12/22/21	Further – Flex/Health Insurance	4,951.20
12/28/21	Xcel Energy – Utility	59.62
12/29/21	Delta Dental – Dental Insurance	6,639.32
12/29/21	District #877 Employees – Employee	1,822.20
12/30/21	Further – Flex/Health Insurance	5,512.61
12/30/21	District #877 Employees – Employee Payroll	1,181,035.05
12/30/21	MN Teachers Retirement Association	197,389.75
12/30/21	Chicago USA Tax Pmt – Federal Taxes	179.17
12/30/21	Chicago USA Tax Pmt – Federal Taxes	383,253.22
12/30/21	MN Public Employees Retirement Association	71,678.46
12/31/21	MN Dept. of Revenue - Garnishments/Child	394.20
12/31/21	Educators Benefit Consultants – Deferred	35.42
12/31/21	Educators Benefit Consultants – Deferred	35.42
12/31/21	Educators Benefit Consultants – Deferred	58,732.17
12/31/21	MN Public Employees Retirement Association	163.91
01/03/22	Further – Flex/Health Insurance	10,600.01
01/03/22	MN Dept. of Revenue – State Taxes	61,732.55
01/04/22	Chicago USA Tax Pmt – Federal Taxes	349,274.91
01/05/22	Further – Flex/Health Insurance	1,050.03
01/05/22	Further – Flex/Health Insurance	5,133.30
01/05/22	Further – Flex/Health Insurance	9,231.98
01/05/22	Delta Dental – Dental Insurance	5,346.97
01/05/22	BMO Corporate MasterCard – P-Card	135,764.47
01/06/22	FeePay - Community Ed Fee	44.50

01/10/22	Delta Dental – Dental Insurance	13,543.95
01/10/22	FeePay - Community Ed Fee	4,657.82
01/10/22	FeePay - Community Ed Fee	1,300.00
01/12/22	Further – Flex/Health Insurance	15,530.32
01/14/22	MN Teachers Retirement Association	192,224.97
01/14/22	District #877 Employees – Employee Payroll	1,068,068.79
01/14/22	MN Public Employees Retirement Association	56,121.34
01/14/22	Cash Management Service Fee - MSDLAF	34.03
	Total	<u>\$ 6,584,386.91</u>

D. Minutes - December 13, 2021 Regular Meeting and January 10, 2022 Special Meeting

E. Donations/Grants totaling \$4769.22  
Lawrence/Odgen to approve  
Motion carried 4-0

## 5. ACTION ITEMS

A. Bid Approval - Parkside Wall Restoration, John Heltunen, Director of Buildings and Grounds

Opened nine bids on Tuesday, January 18, 2022. Low bid was submitted by Western Specialty Contractors who has done projects with the District in the past. Project is to repair exterior areas around windows and doors and complete tuckpointing.

\$215,000 was the estimate of this project.

Ogden/Bjorklund to award bid to Western Specialty Contractors for \$157,310.

Discussion – BCMS is in design stage for this. Other buildings are complete.

Motion carried 4-0

B. 2022-23 Budget Assumptions, Ryan Tangen, Director of Finance and Operations

Reviewed assumptions that will be used in developing the 2022-23 budget including the November enrollment projections, funding formula increases of 2% and 1%, maintained staffing ratios and utilization of Federal Pandemic Relief funds for staffing expenditures.

Bjorklund/Lawrence to approve

Motion carried 4-0

C. Authorized Signers for Official Depositories, Ryan Tangen, Director of Finance and Operations

Resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Melissa Brings - Chairperson, Bob Sansevere – Clerk, Ken Ogden – Treasurer; Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Amanda Clasemann

Lawrence/Bjorklund to approve

Motion carried 4-0

D. Authorized Signers - Electronic Fund Transfers, Ryan Tangen, Director of Finance and Operations

Resolved that the following persons are authorized to make electronic fund transfers: Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Amanda Clasemann.

Bjorklund/Lawrence to approve  
Motion carried 4-0

6. REPORTS

- A. Out-of-State Trip – BHS Concert Choir, Concert Band and Concert Orchestra to Eau Claire, WI, Mike Knutson, BHS Band Teacher

Trip will take place on April 1, 2022 so no school will be missed. Students will spend time at the University of Eau Claire with music ed staff and students and includes a campus tour. This is in lieu of a longer trip.

Board granted preliminary approval.

7. COMMITTEE REPORTS

AB – SWMISD

KO – United for Youth

8. SUPERINTENDENT'S REPORT

Hosted a Legislative Forum on Wednesday, January 19, 2022. Topics included funding inequities and the state budget surplus.

9. OTHER

Ogden/Sansevere to adjourn at 7:35 p.m.

Respectfully submitted,

Bob Sansevere, Clerk  
ISD Board of Education