

**Minutes**  
**Buffalo-Hanover-Montrose Schools**  
**ISD #877 School Board Meeting**

Monday, February 22, 2021 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 p.m. AND ROLL CALL

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

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment - none

C. Approval of Agenda

Sansevere/Lee to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report – Sydney Rhodes, Freshman were In-Person on February 17<sup>th</sup>. Prefer being back in school. Student Council welcomed them back with a video and signs. Have been holding various events for students. Looking at something they can do for the community due to the February 9<sup>th</sup> event at Allina Clinic. Will be focusing on overall well being.

B. Proud Of

1. BHM staff, students and families for their actions and support in response to the Allina Clinic incident on February 9, 2021.

C. Board Calendar Dates

1. Monday, March 8, 2021 Board Workshop 4:30 p.m. PES

2. Monday, March 22, 2021 Board Meeting 7:00 p.m. 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. Paul Nord, part-time (.4 FTE), long-term substitute Title I Teacher at Montrose Elementary School of Innovation, effective on or about February 8, 2021 and ending on or about May 5, 2021. This is a replacement for Alexandra Edwards.
2. Leah Dungan, long-term substitute 1<sup>st</sup> Grade Teacher at Tatanka Elementary STEM School, effective on or about January 29, 2021 and ending on or about May 17, 2021. This is a replacement for Jamie Abell.
3. Damon Reeves, ECSE/Transportation ESP, effective February 1, 2021. This is a replacement for Nicole Jensen.
4. Jenna Palmer, Special Education ESP at Buffalo High School, effective February 1, 2021. This is a replacement for Lindsay Kietzmann.
5. Samantha Hill, Special Education/Supervisory ESP at Northwinds Elementary, effective February 2, 2021. This is a replacement for Serena Mahoney.
6. Lena Anderson, Nutrition Services Aide at Northwinds Elementary, effective February 8, 2021. This is a replacement for Elizabeth Graham-Etzel.
7. Michael Bruzek, part-time Custodian at Northwinds Elementary, effective February 16, 2021. This is a replacement for Christine Truong.
8. Daniel Shipley, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective February 16, 2021. This is a replacement for Jamal Johnson.
9. Amanda Claseman, Benefits/Business Office Assistant, effective February 22, 2021. This is a partial new position and a replacement for Artavia Hernandez.
10. Erin Conner, District-wide Health ESP, effective February 22, 2021.
11. Carter Jackson, KidKare Aide, effective April 12, 2021.

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

1. Cynthia Altmann, 2<sup>nd</sup> Grade Teacher at Northwinds Elementary, retirement effective June 11, 2021.
2. Linda Kittock, Transportation ESP, retirement effective May 28, 2021.
3. Benjamin Harvey, Science Teacher at Phoenix Learning Center and Ag Teacher at Buffalo High School, resignation effective June 11, 2021.
4. Artavia Hernandez Dew, Laundry/Custodian at Buffalo Community Middle School, resignation effective February 2, 2021.
5. Alyssa Hygrell, KidKare Aide, resignation effective February 16, 2021.
6. Alexis Mischke, Kidkare Aide, resignation effective February 26, 2021.
7. Dylan Hanson, District-wide Grounds, resignation effective February 26, 2021.

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

1. Gary Wirkus, Ag Teacher at Buffalo High School, teach one additional section during Term 3, effective February 1, 2021 and ending April 2, 2021.
2. Paul Anderson, Science Teacher at Buffalo High School, teach one additional section during Term 3 and Term 4, effective February 1, 2021 and ending June 11, 2021.

3. Jill Post, Art Teacher at Buffalo Community Middle School, teach one additional section during Term 4, effective April 12, 2021 and ending June 11, 2021.
4. Megan Losey, AVID Coordinator/Teacher and STEAM Teacher at Buffalo Community Middle School, teach one additional section during second semester, effective February 1, 2021 and ending June 11, 2021
5. Lisa Berg, part-time World Cultures Teacher at Northwinds Elementary, additional assignment as part-time (.5 FTE) Special Education Teacher, effective February 1, 2021 and ending June 11, 2021, due to licensure requirements.
6. Sara Mart, AVID Tutor at Buffalo High School, extension of assignment to end June 10, 2021.
7. Missy Thompson, long-term substitute Greeter at Buffalo High School, extension of assignment to end June 11, 2021.
8. Stephanie Koecher, Special Education/Transportation ESP at Parkside Elementary, increase from 30 to 32.5 hours/week, effective September 10, 2020.
9. Christie Mastey, Special Education ESP at Buffalo High School, increase from 1.25 to 5.25 hours/week for Transportation, effective February 2, 2021.
10. Sarah Vogts, Special Education ESP at Tatanka Elementary STEM School, increase of .5 hours/day for Transportation, effective February 9, 2021.
11. Ginger Elsenpeter, KidKare Lead Supervisor at Tatanka Elementary STEM School, decrease from 40 to 37.5 hours/week, effective December 16, 2020.
12. Jensen Oseth, KidKare, transfer from Aide to Assistant, effective January 12, 2021.
13. Mitchell Hanson, transfer to 1<sup>st</sup> Shift Grounds, effective February 8, 2021. This is a replacement for Bill Jordan.

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

1. Kaia Grant, PPD Coach at Buffalo High School and Montrose Elementary School of Innovation, request for leave of absence, effective on or about March 18, 2021 and ending on or about June 10, 2021.
2. Lisa Jensen, EL Teacher at Buffalo Community Middle School and Buffalo High School, request for leave of absence, effective February 26, 2021 and ending March 26, 2021.
3. Amanda Schmidt, Special Education Teacher at Parkside Elementary, request for leave of absence, effective April 5, 2021 and ending June 11, 2021.
4. Megan Fletcher, Special Education ESP, request for leave of absence, effective on or about April 21, 2021 and ending June 10, 2021.
5. Sheila Bethke, ESP at Northwinds Elementary, request for leave of absence, effective January 25, 2021 and ending March 5, 2021.
6. Heather Lawrence, Special Education ESP at Parkside Elementary, request for leave of absence, effective December 18, 2020 and ending February 15, 2021.
7. Kelly Sunderland, Nutrition Services Assistant at Buffalo High School, request for extension of leave of absence to end June 11, 2021.
8. Joe Barthel, Grounds Custodian, request for leave of absence, effective February 9, 2021 and ending March 22, 2021.
9. Jack Strong, Grounds Custodian at Buffalo High School, request for leave of absence, effective February 19, 2021 and ending April 19, 2021.
10. Linda Kittock, request for leave of absence effective January 19, 2021 and ending February 15, 2021.

CONTRACT – Approve the following contract:

1. 2020-2022 Master Agreement between Independent School District #877 and Education Minnesota – Buffalo, Educational Support Professionals, Local 7334, Affiliated with Education Minnesota, AFT, NEA, AFL-CIO.

B. Check Disbursements

Payroll checks # 9000085352 through 9000089978, and 205976 through 205990 amounting to \$2,211,892.66. P-card disbursement checks 80000001516 to 80000001542, totaling \$65,162.03. Bill-pay wires 800000983 through 8000001002. Employee reimbursement checks 9100003194 through 9100003217, and Accounts Payable checks 395575 through 395836 for the period of January 05, 2021 – February 21, 2021 as follows:

01	GENERAL FUND	4,078,890.61
02	FOOD SERVICE	203390.95
04	COMMUNITY SERVICE	161,193.19
05	CAPITAL OUTLAY	113,211.34
06	NEW BUILDING	40,212.75
07	DEBT SERVICE	.00
09	ACTIVITY FUND	3,324.39
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	112,542.98
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>.00</u>
	TOTAL	\$4,672,553.46

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 15 - Feb. 15) is as follows:

Date	Vendor & Purpose	Amount
01/15/21	District #877 Employees – Employee Payroll	\$1,075,427.36
01/15/21	Cash Management Service Fee - MSDLAF	31.94
01/15/21	MN Public Employees Retirement Association	56,689.21
01/15/21	MN Teachers Retirement Association	194,273.02
01/15/21	Chicago USA Tax Pmt – Federal Taxes	363,629.13
01/19/21	Educators Benefit Consultants – Deferred Annuities	53,812.08
01/19/21	MN Dept. of Revenue – State Taxes	57,872.65
01/19/21	MN Dept. of Revenue - Garnishments/Child Support	257.40
01/19/21	eBay Inc.	165.42
01/19/21	Delta Dental – Dental Insurance	11,446.92
01/20/21	Further – Flex/Health Insurance	37,064.53
01/20/21	District #877 Employees – Employee Reimbursement	3,187.29

01/21/21	Further – Flex/Health Insurance	25,068.48
01/21/21	Delta Dental – Dental Insurance	2,419.82
01/25/21	Delta Dental – Dental Insurance	11,033.94
01/25/21	Xcel Energy – Utility	649.68
01/27/21	Bond Trust - \$3,855,000 2013 G.O. Bond	195,062.50
01/27/21	Bond Trust - \$31,215,000 2012 G.O. Bond	2,165,600.00
01/27/21	Bond Trust - \$9,635,000 2017 G.O. Bond	1,939,105.00
01/27/21	Bond Trust - \$5,710,000 2018 G.O. Bond	1,867,875.00
01/27/21	Bond Trust - \$32,620,000 2015 G.O. Bond	478,461.25
01/27/21	Further – Flex/Health Insurance	7,065.79
01/29/21	Chicago USA Tax Pmt – Federal Taxes	379,104.37
01/29/21	MN Teachers Retirement Association	197,247.50
01/29/21	MN Public Employees Retirement Association	69,004.01
01/29/21	District #877 Employees – Employee Payroll	132,704.41
02/01/21	Delta Dental – Dental Insurance	12,692.60
02/01/21	MN Dept. of Revenue – State Taxes	60,436.23
02/01/21	Educators Benefit Consultants – Deferred Annuities	54,210.28
02/01/21	MN Dept. of Revenue - Garnishments/Child Support	257.40
02/01/21	BCBS - Health Insurance	905,825.00
02/02/21	Xcel Energy – Utility	53.13
02/03/21	District #877 Employees – Employee Reimbursement	257.56
02/03/21	Further – Flex/Health Insurance	22,931.48
02/05/21	BMO Corporate MasterCard – P-Card	65,162.03
02/08/21	Delta Dental – Dental Insurance	14,784.80
02/08/21	Vanco - Service Fee	251.13
02/09/21	FeePay - Community Ed Fee	1,300.00
02/09/21	FeePay - Community Ed Fee	3,541.71
02/10/21	Further – Flex/Health Insurance	5,214.43
02/12/21	District #877 Employees – Employee Payroll	1,073,718.34
02/12/21	Chicago USA Tax Pmt – Federal Taxes	360,802.29
02/12/21	Cash Management Service Fee - MSDLAF	31.00
	Total	<u>\$ 11,905,728.11</u>

D. Minutes - January 25, 2021 Regular Meeting and February 8, 2021 Special Meeting

E. Donations/Grants totaling \$1987.04

Sansevere/Lee to approve

Motion carried 7-0

## 5. ACTION ITEMS

A. 2019-20 Audit Uniform Grant Guidance Opinion, Gary Kawlewski, Director of Finance and Operations

This is a holdover from the audit that was presented last fall. Auditors needed to ensure they had met all the testing requirements for the CARES Act funds that we received for the 2019-20 school year. The results are a “clean” opinion.

Ogden/Sansevere to approve

Motion carried 7-0

B. Policy Review - Policy 702.2 Purchasing, Gary Kawlewski, Director of Finance and Operations

Raises amounts according to statutory limits for requiring sealed bids and revising reimbursement of employee expenses.

Sansevere/Lee to approve  
Motion carried 7-0

C. PPD Memorandum of Understanding, Scott Thielman, Superintendent

Annually, teachers vote on whether to continue the Program for Professional Development (MDE QComp program). Union has ratified with a vote.

Lee/Ogden to approve  
Motion carried 7-0

6. REPORTS

A. Preliminary Capital Outlay, John Heltunen, Director of Buildings and Grounds

Lists have been compiled from requests provided by building principals and head engineers. Required to provide a 10-year plan for Long Term Facility Maintenance Revenue. Funds are used for Deferred Maintenance, Health and Safety, accessibility and IAQ requests. Used a 3-category system - Category 1 are items we hope to take care of in 1-3 years, Category 2 is to take care of 4-6 years out and Category 3 projects are items that would be nice to do but actually may need to be addressed through a bond issue. LTFM requests total over \$22.3 million. Typically spend \$2.2 million per year. Capital Outlay requests total over \$5.6 million. The final request will be presented for approval in April.

B. Policy Review, Gary Kawlewski, Director of Finance and Operations

1. Policy 721 Uniform Grant Guidance Policy - Federal Revenue

This is a new policy but covers language we have followed in our business office procedures. Establishes uniform requirements for federal grants received by the district.

Discussion: regarding contractor integrity which puts a burden on the district – addressed in “responsible contractor” requirements.

2. Policy 705 Investments and Cash Management

Revisions address guidelines for investment of school funds according to current

statutes and rules.

3. Policy 709 Student Transportation Safety

Revisions address educating students on safety issues and responsibilities of bus ridership according to current statutes and rules.

C. American Indian Parent Advisory Committee Annual Compliance/Vote of Concurrence,  
Pam Miller, Director of Teaching and Learning

The Advisory Committee has passed a resolution indicating satisfaction with the district's current programs in meeting the needs of the American Indian students.

Discussion: Committee consists of two parents and two T&L staff. We have 50 American Indian students in our district K-12.

D. 2nd Semester Class Size Report, Anita Underberg, Admin. Asst. to Supt. and BOE

Class size information is gathered from all schools. Class sizes have been more difficult this year with students moving in and out of Distance Learning and also moving to homeschooling.

7. COMMITTEE REPORTS

SL – SEAC, SEE

BS – ESP Negotiations

AL – 877 Foundation

8. SUPERINTENDENT'S REPORT

Change to K-12 In-person next week (addition of grades 6-8 and 10-12). Vaccinations are now coordinated by WCCH. Testing is available every other week for staff.

Thank you School Board members – this is School Board Recognition Week.

Dague Avenue project will start this year and continue into 2022. Also, the stoplight at County Rd 35 and Dague Ave will be changed to a roundabout.

Ogden/Sansevere moved to go into Closed Session at 8:15 p.m.

Motion carried 7-0

9. CLOSED SESSION

A. Educational Data and Receive Confidential Legal Advice,  
Scott Thielman, Superintendent

Ogden/Sansevere moved to come out of Closed Session

Motion carried 7-0

10. OTHER

Ogden/Sansevere moved to adjourn at 8:31 p.m.

Motion carried 7-0

Respectfully submitted,

Bob Sansevere, Clerk

ISD 877 Board of Education