

Buffalo-Hanover-Montrose Schools
School Board Meeting

Monday, November 27, 2023
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

MINUTES

1. CALL TO ORDER by Chair Melissa Brings at 7:00 pm AND ROLL CALL
Present: Amanda Lawrence, Bob Sansevere, Adam Bjorklund, Sue Lee, Melissa Brings,
Sheila Smude, Matt Hoffman
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Approval of Agenda

Hoffman/Lee to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Report
Cambelle Feldman, Student Council Representative to the BOE
End of first trimester this Friday. Musical was presented last weekend. NHS is
collecting Toys for Tots
 - B. Proud Of
 1. Bethany Bienias, ESP at HES; Ryan Lindenfesler, Technology Coordinator; Katie
Lohse, Nutrition Services Manager at MESI and Dean Milner, ESP at BCMS, who
received the Education Support Staff award for providing outstanding support to
BHM students and staff as provided by Resource Training and Solutions.
 - C. Board Calendar Dates
 1. Monday, December 11, 2023 Public Comment Session 6:30 pm Board Room DC
 2. Monday, December 11, 2023 Board Meeting 7 pm Board Room DC
 - D. Overnight Trip Request - BHS Dance Team at competition in New Prague MN
4. CONSENT AGENDA
 - A. Personnel
APPOINTMENT – All appointments are contingent upon satisfactory completion of
a criminal background check. Approve the following appointment.
 1. Lori Anonen, Greeter/Secretary at Buffalo High School, effective November
3, 2023. This is a replacement for Mikaela Gerick.
 2. Kristan Preper, Special Education ESP at Parkside Elementary, effective
November 7, 2023. This is a replacement for Emma Klett.

3. Rhona Henderson, Special Education ESP at Parkside Elementary, effective November 7, 2023.
4. Elliott Olson, part-time Custodian at Buffalo Community Middle School, effective November 6, 2023. This is a replacement for David Wise.
5. Sharane Biesiada, full-time Custodian at Buffalo Community Middle School, effective November 6, 2023. This is a replacement for Dan Lindholm.
6. Bette Koepsell, KidKare Supervisor at Tatanka Elementary STEM School, effective October 31, 2023.
7. Mary Schutrop, KidKare Supervisor, effective November 1, 2023.
8. Madeline Knoell, KidKare Assistant at Tatanka Elementary STEM School, effective November 13, 2023.
9. Elizabeth Tilley, KidKare Assistant at Tatanka Elementary STEM School, effective November 13, 2023.
10. Halle Willman, KidKare Assistant at Northwinds Elementary, effective September 5, 2023.
11. Kala Grage, KidKare Supervisor, effective November 27, 2023.
12. Samantha Jones, Nutrition Services Aide at Montrose Elementary School of Innovation, effective November 27, 2023.
13. Stephanie Anderson, Nutrition Services Aide at Buffalo High School, effective November 27, 2023.
14. Leah Otto, Nutrition Services Assistant at Tatanka Elementary STEM School, effective December 4, 2023.

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

1. Samantha Estes, Special Education ESP at Parkside Elementary, resignation effective November 30, 2023.
2. Alicia Groth, Nutrition Services Assistant at Parkside Elementary, termination effective October 30, 2023.
3. Halle Willman, KidKare Assistant, resignation effective November 20, 2023.

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

1. John Gunderson, Art Teacher at Tatanka Elementary STEM School, additional .152 FTE as Art Teacher at Buffalo High School, effective December 5, 2023. This is a replacement for Katie Beaudry.
2. Laura Boillat, from .787 to 1.0 FTE Music, REACH and Art Teacher at Buffalo High School, effective October 12, 2023. This is a replacement for Anna Reedy and Katie Beaudry.
3. Lori Lipinski, ESP at Hanover Elementary, transfer to ECSE ESP, effective December 4, 2023. This is a replacement for Colleen Williams.
4. Karen Savig, Nutrition Services Assistant at Buffalo High School to Aide at Parkside Elementary, effective November 27, 2023.
5. Traci Birkholz, Nutrition Services Assistant, transfer from Tatanka Elementary STEM School to Parkside Elementary, effective October 31, 2023. This is a replacement for Alicia Groth.

6. Chris Bytnar, transfer from district-wide Grounds to 2nd Shift Custodian, effective November 6, 2023.
7. Ryan Popken, KidKare Assistant, decrease from 10 to 7.5 hours/week, effective November 13, 2023.
8. Imelda Randall, transfer from Special Education to Instructional/Supervisory ESP at Tatanka Elementary STEM School, effective December 5, 2023.

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

1. Terri Brummer, Special Education Teacher at PRIDE Transitions, request for leave of absence effective November 27, 2023 and ending February 20, 2024.
2. Andrée Iden, Principal at Tatanka Elementary STEM School, request for leave of absence effective December 8, 2023 and ending January 19, 2024.
3. Leslie Miller, Math Teacher at Buffalo Community Middle School, request for leave of absence, effective January 2, 2024 and ending February 15, 2024.
4. Emily Pearson, ECFE Teacher, date adjustment to leave of absence, to effective October 31, 2023 and ending November 21, 2023.

B. Check Disbursements

Payroll checks # 9000141339 through 9000143191, and 206525 through 206535 amounting to \$2,532,984.86. P-card disbursement checks 8000002580 to 8000002617, totaling \$201,714.27. Bill-pay wires 810001734 through 8100001769. Employee reimbursement checks 9100004872 through 9100004923 and Accounts Payable checks 403626 through 403903 for the period of October 2, 2023 – December 1, 2023 as follows:

01	GENERAL FUND	4,695,174.51
02	FOOD SERVICE	576,554.29
04	COMMUNITY SERVICE	213,260.59
05	CAPITAL OUTLAY	215,416.98
06	NEW BUILDING	34.78
07	DEBT SERVICE	.00
09	ACTIVITY FUND	50,322.34
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	43,753.06
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>2,563.00</u>
	TOTAL	\$5,897,079.55

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 16 - Nov. 19) is as follows:

<u>Date</u>	<u>Vendor & Purpose</u>	<u>Amount</u>
10/16/23	Cash Management Service Fee	\$ 32.36
10/16/23	WEX – Flex/Health Insurance	466.22

10/16/23	MN Teachers Retirement Association	226,436.06
10/16/23	MN Public Employees Retirement Association	74,096.98
10/16/23	MN Dept. of Revenue – State Taxes	63,708.30
10/16/23	Delta Dental – Dental Insurance	8,628.52
10/16/23	MN Teachers Retirement Association	108,118.00
10/16/23	MN Dept. of Revenue – State Taxes	20,252.19
10/17/23	WEX – Flex/Health Insurance	14,438.43
10/17/23	Educators Benefit Consultants – Deferred Annuities	60,442.57
10/18/23	District #877 Employees – Employee Reimbursement	2,959.45
10/18/23	WEX – Flex/Health Insurance	501.79
10/19/23	WEX – Flex/Health Insurance	1.85
10/19/23	MN Dept. of Revenue – Sales Taxes	1,755.00
10/20/23	Alerus	647.00
10/20/23	WEX – Flex/Health Insurance	417.16
10/20/23	Xcel Energy – Utility	914.33
10/23/23	Delta Dental – Dental Insurance	8,894.76
10/24/23	WEX – Flex/Health Insurance	280.38
10/25/23	WEX – Flex/Health Insurance	92.23
10/25/23	WEX – Payment	2,221.25
10/26/23	WEX – Flex/Health Insurance	1,325.17
10/27/23	WEX – Flex/Health Insurance	73.00
10/30/23	IRS USA Tax Pmt – Federal Taxes	405,261.27
10/30/23	District #877 Employees – Employee Payroll	1,294,737.16
10/30/23	Delta Dental – Dental Insurance	12,564.70
10/31/23	MN Teachers Retirement Association	227,677.71
10/31/23	MN Dept. of Revenue – State Taxes	63,976.34
10/31/23	MN Public Employees Retirement Association	73,065.50
11/01/23	Xcel Energy – Utility	75.70
11/01/23	BCBS - Health Insurance	855,453.50
11/01/23	Educators Benefit Consultants – Deferred Annuities	59,767.27
11/01/23	WEX – Flex/Health Insurance	12,538.21
11/01/23	District #877 Employees – Employee Reimbursement	748.11
11/03/23	WEX – Flex/Health Insurance	4.00
11/06/23	Delta Dental – Dental Insurance	17,262.20
11/07/23	WEX – Flex/Health Insurance	75.58
11/07/23	BMO Corporate MasterCard – P-Card	201,714.27
11/08/23	WEX – Flex/Health Insurance	416.67
11/08/23	eBay	(2,445.04)
11/09/23	FeePay - Community Ed Fee	1,450.00
11/09/23	FeePay - Community Ed Fee	5,320.08
11/09/23	WEX – Flex/Health Insurance	963.91
11/10/23	WEX – Flex/Health Insurance	876.31
11/14/23	Delta Dental – Dental Insurance	9,910.14
11/14/23	Delta Dental – Dental Insurance	1,906.35

11/14/23	WEX – Flex/Health Insurance	1,289.35
11/14/23	Cash Management Service Fee	37.29
11/15/23	IRS USA Tax Pmt – Federal Taxes	387,778.39
11/15/23	MN Teachers Retirement Association	224,982.83
11/15/23	District #877 Employees – Employee Reimbursement	2,563.58
11/15/23	MN Public Employees Retirement Association	66,161.26
11/15/23	WEX – Flex/Health Insurance	833.10
11/15/23	District #877 Employees – Employee Payroll	1,233,512.45
11/16/23	MN Dept. of Revenue – State Taxes	61,556.76
11/16/23	Educators Benefit Consultants – Deferred Annuities	60,141.49
11/16/23	WEX – Flex/Health Insurance	23,517.89
11/17/23	WEX – Flex/Health Insurance	100.00
	Total	\$ 5,902,497.33

D. Minutes - October 23, 2023 Regular Meeting and November 13, 2023 Special Meeting

Lawrence/Hoffman to approve
Motion carried 7-0

5. ACTION ITEMS

A. Resolution Accepting Donations/Grants
Melissa Brings, Chair

Be it resolved that the School Board of Buffalo-Hanover-Montrose Schools, ISD #877, accepts with appreciation contributions in the amount of \$32,590.52.

Lee/Smude to approve
Motion carried 7-0

B. BHS New Course Proposals
Scott Thielman, Superintendent

Seven new classes proposed for 2024-25:

<u>Department</u>	<u>Course Addition</u>
Agriculture	Food Animal Products
Math	Algebra Foundations
Math	Financial Algebra (name change • replaces Life Skills)
Music	Guitar 2
Science	CIS Physics
Other	CIS Creative Problem-Solving
	CIS Certified Nursing Assistant

Revised Social Studies Courses Sequence:

Grade 9	Geography	½ credit (1 trimester)
(choose one)	AP Geography	1 credit (2 trimesters)

Grade 10	US History	1 credit (2 trimesters)
Grade 11	World Studies	1 credit (2 trimesters)
Grade 11-12	Economics	½ credit (1 trimester)
Grade 11-12	Government	½ credit (1 trimester)
		Total requirement = 3.5 credits

Administration will determine if classes can be offered depending on sufficient student registration.

Hoffman/Lee to approve
 Motion carried 7-0

C. Final Reading of Revised Policy 506 Student Discipline
 Scott Thielman, Superintendent

Policy revisions are due to 2023 legislative requirements regarding procedures for removal of a student from class. Policy includes a Student Discipline Complaint form.

Sansevere/Lawrence to approve
 Motion carried 7-0

D. Annual Resolution Establishing Combined Polling Places for Multiple Precincts for Elections Not Held on the Day of a Statewide Election
 Anita Underberg, Admin. Asst. to Superintendent

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES
 FOR MULTIPLE PRECINCTS FOR ELECTIONS
 NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 877, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Buffalo High School – Precinct 1

This combined polling place serves all territory in Independent School District No. 877, located in the City of Buffalo, Precincts 1, 2 and 3 and the

Townships of Buffalo, Chatham, Maple Lake, Monticello and Rockford in Wright County, Minnesota.

Combined Polling Place: Montrose Community Center – Precinct 2

This combined polling place serves all territory in Independent School District No. 877, located in the City of Montrose and the Townships of Franklin, Marysville and Woodland, in Wright County, Minnesota.

Combined Polling Place: Hanover City Hall – Precinct 3

This combined polling place serves all territory in Independent School District No. 877, located in the cities of Corcoran, Hanover, Greenfield, Rogers and St. Michael in Wright and Hennepin Counties, Minnesota.

3. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

4. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a non-forwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

Bjorklund/Hoffman to approve
Motion carried 7-0

6. REPORTS

A. 2024-25 Enrollment Projection

Ryan Tangen, Director of Finance and Operations

The 2024-25 enrollment projection is set at 5001, a decrease of 80 students compared to this year. This year's projection was 44 students less than projected at 5081. We are 107 students less than last year at this time. We lose students to Delano, Rockford and St. Michael-Albertville. There are three nonpublic schools in our district – Salem Lutheran, St. Francis and Impact Christian Academy. The number of homeschool students has decrease since COVID. Use Wright County birth rates compared with actual enrollment to determine a percentage that will enroll as kindergarten students. Projecting 341 kindergartners for 2024-25. Use a weighted ratio for grades 1-12. Projected enrollment of 5001 and coordinating adjusted pupil units will be used for development of the budget.

Discussion – conversation about surveying the students/families who open enroll to other districts to see if anything can be done to retain them. Marketing efforts are taking place and social media sites are being updated.

7. COMMITTEE REPORTS

AL – 877 Foundation

AB – SWMISD

SL – SEAC

MB – Custodian negotiations

8. SUPERINTENDENT'S REPORT

Thanked the community residents for their votes for the successful bond referendum.

Meetings are taking place regarding projects and timelines.

9. ADJOURN

Sansevere/Smude to adjourn at 7:51 pm.

Respectfully submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education