

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

**Monday, September 25, 2023
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 pm AND ROLL CALL

Present: Matt Hoffman, Amanda Lawrence, Bob Sansevere, Melissa Brings,
Adam Bjorklund, Sheila Smude, Susan Lee

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Sansevere/Lee to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report, Cambelle Feldman, Student Council Representative to the
BOE

Homecoming events are this week with dress up days planned for each day.

B. Proud Of

1. Yiqian (Lexi) Zheng, Senior at Buffalo High School who is a semifinalist for the
2024 National Merit Scholarship Competition.

C. Board Calendar Dates

1. Monday, October 9, 2023 Board Workshop 4:30 pm BCMS

2. Monday, October 23, 2023 Public Comment Session 6:30 pm Board Room at DC

3. Monday, October 23, 2023 Board Meeting 7 pm Board Room at DC

4. CONSENT AGENDA

A. Personnel

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

1. Arliss Wallenta, part-time Title I Teacher serving St. Francis Xavier School,
effective September 5, 2023 and ending May 24, 2024.

2. Jennifer Greenhagen, Early Childhood Coordinator, effective September 25,
2023. This is a replacement for Barbara Eckberg.

3. Grace Shefland, part-time School Nurse, effective September 26, 2023. This
is a replacement for Maran Marsh.

4. Josh Woodley, Social Studies Teacher at Buffalo High School, effective September 28, 2023. This is a replacement for Brigitta Bergquist.
5. Tanya Farnick, ESP at Montrose Elementary School of Innovation, effective September 5, 2023.
6. Cynthia Blommer, ESP at Tatanka Elementary STEM School, effective September 6, 2023. This is a replacement for Jane Forro.
7. Kristin Grangroth, Special Education ESP at Northwinds Elementary, effective September 11, 2023. This is a replacement for Chad Maenke.
8. Iliana Gramstad, ELD ESP at Buffalo Community Middle School, effective September 18, 2023. This is a replacement for Jessica Alarcon.
9. Richard Herrin, part-time Custodian at Discovery Elementary, effective September 6, 2023. This is a replacement for Calvin Wyse.
10. Karli Levchak, KidKare Supervisor at Hanover Elementary, effective September 5, 2023.
11. Saylor VanLith, KidKare Supervisor at Hanover Elementary, effective September 5, 2023.
12. Elaine Ha, KidKare Supervisor at Tatanka Elementary STEM School, effective September 5, 2023. This is a replacement for Brooklyn DuBois.
13. Annia Decker, KidKare Assistant at Parkside Elementary, effective September 5, 2023.
14. Catherine Funk, 5th Grade Teacher at Tatanka Elementary STEM School, date adjustment to effective September 25, 2023.

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

1. Brigitta Bergquist, Social Studies Teacher at Buffalo High School, resignation effective September 22, 2023.
2. Jennifer Greenhagen, ECFE Teacher, resignation effective September 21, 2023.
3. Debra Ross, ESP at Montrose Elementary School of Innovation, retirement effective September 29, 2023.
4. Heather Halstead, ESP at Tatanka Elementary STEM School, resignation effective October 5, 2023.
5. Linda Hoffman, KidKare Supervisor, retirement effective September 30, 2023.
6. Marissa Pence, KidKare Assistant, resignation effective August 17, 2023.
7. Breanne Bajema, Kid Kare Assistant, resignation effective August 18, 2023.
8. Bette Koepsell, KidKare Supervisor, resignation effective September 5, 2023.
9. Traci Pederson, Principal's Secretary at Buffalo High School, resignation effective October 13, 2023.

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

1. Shana Bregenzer-Brenny, English Teacher at Phoenix Learning Center, teach one additional section during 1st Trimester, effective August 28, 2023 and ending December 4, 2023.
2. Nate Hanson, wRight Choice Teacher, teach one additional section during 1st term, effective August 28, 2023 and ending December 4, 2023.
3. Jolene Sorenson, Social Studies Teacher at Buffalo Community Middle School, increase from .626 to .719 FTE, effective August 28, 2023.
4. Christie Mastey, Special Education ESP at Buffalo High School, increase from 30 to 32.5 hours/week, effective September 11, 2023.
5. Angela McClelland, LLC/Special Education ESP at Buffalo High School, increase from 30 to 35 hours/week, effective September 13, 2023.
6. Jan Fournier, Special Education ESP at Buffalo Community Middle School, increase from 32.5 to 33.75 hours/week, effective September 7, 2023.
7. Amy Maatz, Special Education ESP at Buffalo Community Middle School, increase from 30 to 32.5 hours/week, effective September 7, 2023.
8. Leanne Miller, Special Education ESP at Buffalo High School, increase from 30 to 31.25 hours/week, effective September 5, 2023.
9. Heidi Culshaw-Floer, Special Education ESP at Buffalo High School, increase from 30 to 32.5 hours/week, effective September 5, 2023.
10. Sunshine Hedlund, ESP at Tatanka Elementary STEM School, decrease from 35 to 32.5 hours/week, effective September 5, 2023.
11. Vicki White, Special Education ESP at Buffalo High School, increase from 30 to 32.5 hours/week, effective September 5, 2023.
12. Kristi Simonson, Special Education ESP at Buffalo High School, increase from 30 to 31.25 hours/week, effective September 5, 2023.
13. Terri Schmidt, Special Education ESP at Buffalo High School, increase from 30 to 32.5 hours/week, effective September 5, 2023.
14. Christine Ladda, Special Education ESP at Northwinds Elementary, increase from 32.5 to 37.5 hours/week, effective September 7, 2023.
15. Becky Horstmann, ECFE Assistant at Montrose Early Education Center, increase from 2.25 to 3.75 hours/week, effective September 11, 2023.
16. Jesica Kidder, Nutrition Services Assistant at Buffalo Community Middle School, increase from 23.75 to 30 hours/week, effective September 5, 2023.
17. Alicia Groth, Nutrition Services Assistant at Parkside Elementary, increase from 35 to 36.25 hours/week, effective September 5, 2023.
18. James Hulet, date adjustment for transfer to 1st Shift and District-wide Custodian at Buffalo Community Middle School, to effective September 5, 2023.
19. Chris Bytnar, transfer from Grounds Custodian at Buffalo High School to temporary Head Engineer at Discovery Elementary, effective September 6, 2023.
20. Theresa Spike, transfer from 2nd Shift Custodian at Buffalo Community Middle School to Head Engineer at Northwinds Elementary, effective September 1, 2023.
21. Sunshine Hedlund, KidKare Supervisor, increase from 5 to 7.5 hours/week, effective September 5, 2023.

22. Lori Steinhibel, KidKare Supervisor, increase from 30 to 32.5 hours/week, effective September 1, 2023.

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

1. Kim Young Scheduling Secretary at Buffalo Community Middle School, date adjustment to leave of absence to end September 17, 2023.
2. Hayley Butler, 1st Grade Teacher at Parkside Elementary, request for leave of absence, effective October 11, 2023 and ending December 21, 2023.
3. Fay Susa, Nutrition Services Manager at Hanover Elementary, request for leave of absence, effective August 29, 2023 and ending October 17, 2023.

B. Check Disbursements

Payroll checks # 9000137708 through 9000139163, and 206502 through 206509 amounting to \$2,294,037.27. P-card disbursement checks 8000002508 to 8000002542, totaling \$233,685.55. Bill-pay wires 810001682 through 8100001707. Employee reimbursement checks 9100004758 through 9100004815 and Accounts Payable checks 403087 through 403277 for the period of August 7, 2023 – September 20, 2023 as follows:

01	GENERAL FUND	2,203,178.69
02	FOOD SERVICE	144,590.60
04	COMMUNITY SERVICE	159,621.99
05	CAPITAL OUTLAY	409,746.24
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	17,493.14
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	43,499.36
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>.00</u>
	TOTAL	\$2,978.130.02

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Aug 18 - Sept. 17) is as follows:

Date	Vendor & Purpose	Amount
08/18/23	WEX – Flex/Health Insurance	\$ 229.95
08/21/23	Alerus	478.00
08/21/23	Delta Dental – Dental Insurance	11,297.97
08/21/23	MN Dept. of Revenue – Sales Taxes	103.00
08/21/23	MN Dept. of Revenue – State Taxes	103.00
08/22/23	BCBS - Health Insurance	765,874.03
08/22/23	Delta Dental – Dental Insurance	2,594.88
08/22/23	WEX – Flex/Health Insurance	3,781.60
08/22/23	Xcel Energy – Utility	879.83
08/25/23	WEX – Payment	2,247.50

08/28/23	WEX – Flex/Health Insurance	496.83
08/29/23	Delta Dental – Dental Insurance	16,213.78
08/29/23	WEX – Flex/Health Insurance	2,549.00
08/30/23	District #877 Employees – Employee Payroll	1,131,481.31
08/30/23	District #877 Employees – Employee Payroll	2,658.17
08/30/23	IRS USA Tax Pmt – Federal Taxes	368,526.92
08/30/23	MN Public Employees Retirement Association	38,677.55
08/30/23	MN Teachers Retirement Association	223,973.85
08/30/23	WEX – Flex/Health Insurance	82.01
08/31/23	Educators Benefit Consultants – Deferred Annuities	56,345.45
08/31/23	MN Dept. of Revenue – State Taxes	61,841.61
08/31/23	MN Dept. of Revenue – State Taxes	61,841.61
08/31/23	WEX – Flex/Health Insurance	7,241.83
09/01/23	WEX – Flex/Health Insurance	1,000.00
09/01/23	Xcel Energy – Utility	93.20
09/05/23	Delta Dental – Dental Insurance	11,375.88
09/05/23	WEX – Flex/Health Insurance	205.91
09/06/23	BMO Corporate MasterCard – P-Card	233,685.55
09/06/23	WEX – Flex/Health Insurance	10,956.53
09/08/23	FeePay - Communtiy Ed Fee	8,156.05
09/08/23	WEX – Flex/Health Insurance	18.13
09/11/23	Delta Dental – Dental Insurance	9,451.03
09/11/23	Delta Dental – Dental Insurance	583.22
09/11/23	FeePay - Community Ed Fee	1,300.00
09/12/23	WEX – Flex/Health Insurance	609.14
09/13/23	WEX – Flex/Health Insurance	3,125.10
09/14/23	WEX – Flex/Health Insurance	207.00
09/15/23	Cash Management Service Fee	22.26
09/15/23	District #877 Employees – Employee Payroll	1,156,768.37
09/15/23	IRS USA Tax Pmt – Federal Taxes	371,384.99
09/15/23	MN Public Employees Retirement Association	40,397.36
09/15/23	MN Teachers Retirement Association	<u>226,004.64</u>
	Total	\$ 4,834,864.04

D. Minutes - August 28, 2023 Regular Meeting

Hoffman/Smude to approve

Motion carried 7-0

5. ACTION ITEMS

A. Resolution Accepting Donations, Presenter Chair, Melissa Brings

WHEREAS, Minnesota Statute 123B.02 subdivision 6 provides: “The board may receive, for the benefit of the district, bequests, donations or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district and for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education.” and

WHEREAS, Minnesota Statutes 465.03 provides: “Any city, county, school district or town may accept a grantor devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members. Expressing such terms in full;

THEREFORE, be it resolved that the School Board of Buffalo-Hanover-Montrose Schools, ISD #877, accepts with appreciation the contributions detailed on the attached document in the amount of \$5400.87.

Lee/Lawrence to approve
Motion carried 7-0

B. 2023 Payable 2024 Proposed Levy Certification, Presenter Ryan Tangen, Director of Finance and Operations

This information is used by the County to prepare Truth in Taxation notices. The current projected levy is at a decrease of \$909,880.02 or 4.46%. Due to lower enrollment and increased property values, there is less equalization aid and increased property tax levies. The current tax rate projection on a \$300,000 home is \$1044 compared to \$1198 last year which is an annual decrease of \$154. Will ask to approve the levy at the “maximum” to allow for any final adjustments.

Lee/Sansevere to approve
Motion carried 7-0

6. REPORTS

A. Discussion of MDE Commissioner's Review and Comment on Proposed Building Bonds, Presenter Ryan Tangen, Director of Finance and Operations

The Review and Comment was submitted to the Commissioner of Education and we received a positive review. The project is for \$41,500,000 to provide various facility needs including improved security, building integrity and efficiency. This includes renovated entrances at BHS and BCMS, improved mechanical systems at five schools, classroom updates to improve interior walls, improved playground surfaces, replacement of BHS PAC equipment and partial roof replacement at BHS along with technology needs. Projects would take 3 years to complete.

Discussion – will use the District Construction Committee if election is successful.
Public Comment – No comments were heard

B. Out-of-State Trip - World Languages to France, Presenter Jason Swanson, BHS
World Languages Teacher

This cultural program began in 2008 and is for juniors and seniors. Work with a non-profit company Experitas. In 2011 an exchange program with students in France who visit our district in the fall. Trip is an 11-day experience and the school is located in southwestern France. Trip takes place during our spring break. Security is carefully monitored. Grants and scholarships are available for students.

7. COMMITTEE REPORTS

AL – 877 Foudation

MB – Custodian Negotiations

8. SUPERINTENDENT'S REPORT

Public information meetings for the bond referendum have been scheduled in Buffalo, Hanover and Montrose

Buffalo – Tuesday, September 26, 2023 at 7 pm – DC Board Room

Hanover – Tuesday, October 10, 2023 at 7 pm – HES Media Center

Montrose – Thursday, October 12, 2023 at 7 pm – MESI Media Center

Sansevere/Lee moved to go into closed session at 8:06 pm

Motion carried 7-0

9. CLOSED SESSION

A. Negotiations

Smude/Lawrence moved to come out of closed session at 8:32 pm

10. ADJOURN

Sansevere/Hoffman moved to adjourn at 8:33 pm

Motion carried 7-0

Respectfully submitted,

Adam Bjorklund, Clerk

ISD 877 Board of Education