

Buffalo-Hanover-Montrose Schools  
School Board Meeting  
Minutes  
Monday, April 22, 2024  
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, Melissa Brings, Adam Bjorklund, Sheila Smude, Sue Lee

Absent: Bob Sansevere

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Lee/Hoffman to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report

Cambelle Feldman, Student Council Representative to the BOE – Unified Week activities took place last week. Polar Plunge took place last Friday. ACTs are tomorrow. Prom next weekend. Lucas Lawrence will serve as the student rep to the School Board for 2024-25.

B. Proud Of

1. Martha Driscoll-Nelson, who was named the Minnesota State Gymnastics Assistant Coach of the Year by the MN Girls Gymnastics Coaches Association.

2. BCMS Students who qualified for the State History Day Competition - Juniper Lostetter, Violet Ditlevson, Maryam Sonbol, Trinity Poepke, Bella Young, Sophie Durham, Jayla Loberg, Henry Winger, Abdullah Mudhafar, Miliya Chenvert, Lizzy Plaisted, Davis Kelm, Will Umhoefer, Elsie Johanson, LilyAnn Fix, Karston Perkins, Dallin Jerman, Chandler Kariniemi, Keon Mech, NoraMae Finke.

C. Board Calendar Dates

1. Friday, May 3, 2024 Retirement Luncheon Noon DC Board Room

2. Monday, May, 13, 2024 Board Workshop 4:30 pm HES

3. Tuesday, May 28, 2024 Public Comment Session 6:30 pm DC Board Room

4. Tuesday, May 28, 2024 Board Meeting 7:00 pm DC 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. Jacquelyn Jerde, Special Education Teacher at Northwinds Elementary, effective March 28, 2024. This is a replacement for Hawah Worlobah.
2. Caleb Quernemoen, Special Education Teacher at Buffalo Community Middle School, effective August 26, 2024. This is a re-hire and is contingent upon receipt of appropriate licensure.
3. Kamryn Arceneau, School Psychologist at Buffalo High School, effective August 19, 2024. This appointment is contingent upon receipt of appropriate licensure.
4. Jan Fournier, Special Education Teacher at Buffalo Community Middle School, effective August 19, 2024. This is a replacement for Judy Coley and is contingent upon receipt of appropriate licensure.
5. Amy Bollman, Special Education Teacher at Montrose Elementary School of Innovation, effective August 19, 2024. This is a replacement for Paul Nord and is contingent upon receipt of appropriate licensure.
6. Kaitlyn Alberg, 1<sup>st</sup> Grade Teacher at Parkside Elementary, effective August 19, 2024.
7. Jessica Bergman, Speech/Language Pathologist at Discovery Elementary/ECSE, effective August 19, 2024. This is a replacement for Brad Robinson.
8. Courtney Hinz, long-term substitute 3<sup>rd</sup> Grade Teacher at Parkside Elementary, effective August 26, 2024 and ending June 6, 2025. This is a replacement for Christy Merkl.
9. Jackson Litterer, AVID Coordinator at Buffalo High School, effective August 26, 2024. This is a rehire and is a replacement for Jessica Nickelsen.
10. Zachariah Carlson-Giving, Vocal Music Teacher at Buffalo High School, effective August 26, 2024. This is a replacement for Isaac Frauendienst.
11. Sarah Haas, part-time (.532 FTE) long-term substitute Special Education Teacher at Discovery Elementary, effective August 26, 2024 and ending June 6, 2025. This is a replacement for Cecelia VanDorp and this assignment is contingent upon receipt of the appropriate licensure.
12. Evalina Bach, Special Education Teacher at Parkside Elementary, effective August 19, 2024. This assignment is contingent upon receipt of appropriate licensure.
13. Maren Hamann, Special Education Teacher at Hanover Elementary, effective August 19, 2024. This is a replacement for Linda Proell.
14. Bethany Meintsma, Custodian at Buffalo High School, effective April 9, 2024. This is a replacement for Jesse Korbel.
15. Erin Shusta, Special Education/Transportation ESP at Parkside Elementary, adjustment of effective date to April 12, 2024.

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

1. Greg Hygrell, Science Teacher at Buffalo High School, retirement effective June 7, 2024.

2. Linda Proell, Special Education Teacher at Hanover Elementary, retirement effective June 7, 2024.
3. Stephanie DeSmith, School Social Worker at Parkside Elementary, resignation effective June 7, 2024.
4. Randall Stoick, Math Teacher at Buffalo High School, resignation effective March 8, 2024.
5. Jeannette Tregaskis, Special Education Teacher at Buffalo High School, effective June 7, 2024.
6. Sarah Haas, 4<sup>th</sup> Grade Teacher at Parkside Elementary, resignation effective June 7, 2024.
7. Laura Hauer, English Teacher at Buffalo High School, resignation effective June 7, 2024.
8. Tess Evens, Special Education Teacher at Buffalo High School, resignation effective June 7, 2024.
9. Jessica Bajurto Alarcon, AVID Tutor at Buffalo Community Middle School, resignation effective October 23, 2023.
10. Erin Shusta, Special Education/Transportation ESP at Parkside Elementary, resignation effective April 19, 2024.
11. Jan Fournier, Special Education ESP at Buffalo Community Middle School, resignation effective June 6, 2024.
12. Evalina Bach, Special Education ESP at Parkside Elementary, resignation effective June 6, 2024.
13. Gloria Pageau, Special Education Transportation ESP, resignation effective April 19, 2024.

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

1. Jaclyn Hendrickson, ELD Teacher at Parkside Elementary and Montrose Elementary School of Innovation, teaching an additional .045 FTE, effective April 8, 2024 and ending June 7, 2024.
2. Kaitlyn Wetzel, additional assignment as AVID Tutor at Buffalo Community Middle School, effective April 8, 2024.
3. Dennis Schwecke, AVID Tutor at Buffalo High School, decrease from 10 to 6 hours/week, effective April 8, 2024.
4. Linda Pachel, AVID Tutor at Buffalo High School, decrease from 16.5 to 12 hours/week, effective April 8, 2024.
5. Jennifer Erhard, AVID Tutor at Buffalo High School, decrease from 10 to 6 hours/week, effective April 8, 2024.
6. Samuel Muhlbauer, AVID Tutor at Buffalo Community Middle School, increase from 4 to 4.5 hours/week, effective April 8, 2024.
7. Jessica Kampschroer, AVID Tutor at Buffalo Community Middle School, decrease from 6 to 5 hours/week, effective April 8, 2024.
8. Michael Honsey, AVID Tutor at Buffalo Community Middle School, decrease from 10 to 5 hours/week, effective April 8, 2024.

9. Elissa Anderson, transfer from 3<sup>rd</sup> Grade Teacher at Hanover Elementary to Kindergarten Teacher at Discovery Elementary, effective August 26, 2024. This is a replacement for Kimarie Tacke.
10. Linda Robeck, change in position from 1<sup>st</sup> Grade to 2<sup>nd</sup> Grade Looping Teacher at Hanover Elementary, effective August 26, 2024.
11. Nicole Meints, change in position from 1<sup>st</sup> Grade to 2<sup>nd</sup> Grade Looping Teacher at Hanover Elementary, effective August 26, 2024.
12. Andrea Carlson, change in position from 1<sup>st</sup> Grade to 2<sup>nd</sup> Grade Looping Teacher at Hanover Elementary, effective August 26, 2024.
13. Nancy Anderson, change in position from 2<sup>nd</sup> Grade to 1<sup>st</sup> Grade Looping Teacher at Hanover Elementary, effective August 26, 2024.
14. Cassandra Price, change in position from 2<sup>nd</sup> Grade to 1<sup>st</sup> Grade Looping Teacher at Hanover Elementary, effective August 26, 2024.
15. Rebecca Hanson, change in position from 2<sup>nd</sup> Grade to 1<sup>st</sup> Grade Looping Teacher at Hanover Elementary, effective August 26, 2024.
16. Caroline Ashton Kissel, change in position from 5<sup>th</sup> Grade to 3<sup>rd</sup> Grade Teacher at Hanover Elementary, effective August 26, 2024. This is a replacement for Elissa Anderson.
17. Carla Turner, change in position from 4<sup>th</sup> Grade to 3<sup>rd</sup> Grade Teacher at Hanover Elementary, effective August 26, 2024.
18. Michele Strassburg, German Teacher at Buffalo High School, decrease from .929 to .858 FTE, effective August 26, 2024.
19. Reese Wishart, Math Teacher at Buffalo High School, decrease from 1.0 to .858 FTE, effective August 26, 2024.
20. Megan Losey, change in assignment from AVID Teacher/Site Coordinator/Student Achievement Advisor to 1.0 AVID Site Coordinator at Buffalo Community Middle School, effective August 26, 2024.
21. Jolene Sorenson, Social Studies Teacher at Buffalo Community Middle School, increase from .719 to .830 FTE, effective August 26, 2024.
22. Amanda Petron, Special Education Teacher, transfer from Parkside to Northwinds Elementary, effective August 26, 2024. This is a replacement for Jackie Jerde.
23. Laura Telecky, Special Education Teacher, transfer from Parkside to Northwinds Elementary, effective August 26, 2024.
24. Julie Kent, change in position from 1<sup>st</sup> Grade to 5<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, effective August 26, 2024.
25. John Gunderson, change in position as Art Teacher from 1.0 FTE at Tatanka Elementary STEM School to .78 FTE at Tatanka Elementary STEM School and .22 FTE at Buffalo High School, effective August 26, 2024.
26. Hannah Braasch, Music Teacher at Montrose Elementary School of Innovation, decrease from 1.0 to .82 FTE, effective August 26, 2024.
27. Jennifer Olson, Innovation Specialist Teacher at Montrose Elementary School of Innovation, decrease from 1.0 to .82 FTE, effective August 26, 2024.
28. Byron Tilus, Special Education Transportation ESP, increase from 10.25 to 11 hours/week, effective March 25, 2024.

29. Gloria Pageau, Special Education Transportation ESP, decrease from 28 to 18.75 hours/week, effective April 8, 2024.
30. Nathan Cardinal, 2<sup>nd</sup> Shift Custodian, transfer from Buffalo High School to Montrose Elementary School of Innovation, effective April 11, 2024.

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

1. Alicia Meyer, ECSE ESP, request for leave of absence, effective January 8, 2024 and ending June 6, 2024.
2. Cecelia VanDorp, Special Education Teacher at Discovery Elementary, request for leave of absence for the 2024-25 school year, effective August 26, 2024 and ending June 6, 2025.
3. Jasmine Hopkins, KidKare Supervisor an Northwinds Elementary, request for leave of absence effective June 3, 2024 and ending September 2, 2024.
4. Alexis Eitel, ECSE ESP, request for leave of absence effective April 8, 2024 and ending June 6, 2024.

B. Check Disbursements

Payroll checks # 9000150632 through 9000152472, and 206599 through 206618 amounting to \$2,572,187.86. P-card disbursement checks 800000XXXX to 8000002759, totaling \$ .00. Bill-pay wires 810001860 through 8100001884. Employee reimbursement checks 9100005180 through 9100005224 and Accounts Payable checks 404936 through 405120 for the period of March 4, 2024 – April 23, 2024 as follows:

01	GENERAL FUND	3,294,312.52
02	FOOD SERVICE	235,161.02
04	COMMUNITY SERVICE	135,641.63
05	CAPITAL OUTLAY	210,596.97
06	NEW BUILDING	146,235.14
07	DEBT SERVICE	.00
09	ACTIVITY FUND	4,241.87
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	37,853.01
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>46.53</u>
	TOTAL	\$4,219,135.87

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Mar. 18 - Apr. 14) is as follows:

Date	Vendor & Purpose	Amount
03/18/24	Further – Flex/Health Insurance	\$ 12,092.42
03/18/24	MN Dept. of Revenue – State Taxes	63,269.66
03/18/24	Educators Benefit Consultants – Deferred Annuities	60,186.22
03/19/24	Further – Flex/Health Insurance	1,309.03

03/19/24	Delta Dental – Dental Insurance	11,614.24
03/20/24	Alerus	478.00
03/20/24	MN Dept. of Revenue - Sales Tax	976.00
03/21/24	BCBS - Health Insurance	817,110.96
03/21/24	Further – Flex/Health Insurance	453.21
03/21/24	Delta Dental – Dental Insurance	2,695.05
03/22/24	Further – Flex/Health Insurance	1,122.86
03/25/24	WEX – Flex/Health Insurance	2,250.25
03/25/24	Delta Dental – Dental Insurance	13,731.86
03/26/24	Further – Flex/Health Insurance	902.33
03/27/24	Further – Flex/Health Insurance	1,991.42
03/28/24	Further – Flex/Health Insurance	416.66
03/29/24	Further – Flex/Health Insurance	25.00
03/29/24	District #877 Employees – Employee Reimbursement	2,941.27
03/29/24	IRS USA Tax Pmt – Federal Taxes	405,181.72
03/29/24	MN Public Employees Retirement Association	77,234.05
03/29/24	MN Teachers Retirement Association	226,705.35
03/30/24	District #877 Employees – Employee Payroll	1,267,622.93
04/01/24	Delta Dental – Dental Insurance	10,415.49
04/01/24	Further – Flex/Health Insurance	9,408.24
04/01/24	MN Dept. of Revenue – State Taxes	64,426.86
04/01/24	Educators Benefit Consultants – Deferred Annuities	60,467.46
04/02/24	Further – Flex/Health Insurance	3,646.52
04/03/24	Further – Flex/Health Insurance	750.00
04/03/24	eBay	(1,906.53)
04/04/24	Xcel Energy – Utility	54.09
04/05/24	Further – Flex/Health Insurance	452.07
04/05/24	BMO Corporate MasterCard – P-Card	156,753.08
04/08/24	Delta Dental – Dental Insurance	10,214.47
04/08/24	Further – Flex/Health Insurance	833.66
04/09/24	Further – Flex/Health Insurance	2,911.73
04/09/24	FeePay - Community Ed Fee	6,361.12
04/10/24	FeePay - Community Ed Fee	1,600.00
04/11/24	Further – Flex/Health Insurance	582.00
04/12/24	Further – Flex/Health Insurance	1,846.42
04/14/24	Cash Management Service Fee - MSDLAF	34.84
04/14/24	District #877 Employees – Employee Payroll	<u>1,284,893.12</u>
	Total	<u>\$ 4,584,055.13</u>

#### D. Minutes - March 25, 2024 Regular Meeting

Lawrence/Bjorklund to approve

Motion carried 6-0

#### 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 \$25245.71

Lee/Smude to approve  
Motion carried 6-0

B. 2024-2025 Capital and LTFM Budgets  
Tim Helppi, Director of Buildings and Grounds

Tim Helppi reviewed the items that have been chosen for approval for this year's capital and LTFM projects.

Bjorklund/Hoffman to approve  
Discussion: New walls will include soundproofing insulation.  
Motion carried 6-0

C. 2023-24 Budget Adjustments  
Ryan Tangen, Director of Finance and Operations

General Fund –\$2.1 million increase in revenue includes local property taxes, federal adjustments for special education and grant revisions and increased interest income, tuition billing, student activities and donations. Open positions are now removed from the expenditure budget since they will not be filled this year. Total expenditures increased by \$2.3 million. Projected fund balance decreases to 14.55%. Nutrition Services - Serving 983,000 meals but this is a decrease from projected. Revenue increased by \$425,384 and expenditures increased by \$705,238. Community Education budget shows slightly lower revenues and increased expenditures.

Smude/Lee to approve  
Motion carried 6-0

D. Resolution - Discontinuance of Contract  
Evan Ronken, Director of Human Resources  
Resolved that the following substitute teachers and provisional contracts be discontinued pursuant to the provisions of their individual contracts: Jacquelyn Jerde, Arliss Wallenta  
Lawrence/Lee to approve  
Motion carried 6-0

E. Resolution - Proposing to Place on Unrequested Leave of Absence  
Evan Ronken, Director of Human Resources  
RESOLUTION PROPOSING TO PLACE KIRSTEN RAUSCH  
ON UNREQUESTED LEAVE OF ABSENCE  
BE IT RESOLVED by the School Board of Independent School District No. 877,  
as follows:  
1. That it is proposed that Kirsten Rausch, an art teacher of said school district, be placed on a partial unrequested leave of absence without pay or fringe benefits for .155 FTE of her position (.639 FTE remains), effective at the end of the 2023-24 school year on June 30, 2024, pursuant to Minnesota Statutes section 122A.40, subdivision 10, along applicable portions of ARTICLE VI, Section 3, Subdivisions 1-6 of the current Master Agreement between the

School District and the exclusive representative, based upon the following grounds: financial limitations and discontinuance of position.

2. That said proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT ON UNREQUESTED  
LEAVE OF ABSENCE AND NOTICE OF HEARING, IF  
REQUESTED

(DATE)

KIRSTEN RAUSCH

(ADDRESS)

Dear Ms. Rausch:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 877 held on April 22, 2024, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits for .155 FTE of your position (.639 FTE remains) as an art teacher of Independent School District No. 877, and a resolution (copy enclosed) was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2023-24 school year on June 30, 2024, pursuant to Minnesota Statutes 122A.40, subdivision 10, along with applicable provisions of ARTICLE VI, Section 3, Subdivisions 1-6 of the current Master Agreement between the School District and the exclusive representative. The grounds for your placement on an unrequested leave of absence are: financial limitations and discontinuance of position.

Your proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

Under the provisions of the Master Agreement between the School District and the exclusive representative, you are entitled to a hearing as set forth in Minnesota Statutes section 122A.40, subdivision 14, before the school board provided that you make a request in writing within fourteen (14) calendar days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed action.

Yours very truly,



SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT  
NO. 877

Adam Bjorklund  
Clerk of the School Board  
Enclosure: Resolution

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in Master Agreement between the School District and the exclusive and Minnesota Statutes section 122A.40, subdivision 10, and are hereby adopted as fully as though separately set forth and resolved herein.

Lee/Hoffman to approve  
Motion carried 6-0

6. REPORTS

A. Annual Radon Testing

Tim Helppi, Director of Buildings and Grounds

Annually, buildings are tested on a rotating basis over five years.

Tested BCMS at 142 locations in the building. All were below the action level.

Tested DES in 91 locations. All were below the action level.

7. COMMITTEE REPORTS

AB – SWMISD

AL – 877 Scholarship Foundation

MB – Teacher Negotiations

8. SUPERINTENDENT'S REPORT

Attending the State of the City which is hosted by the Chamber tomorrow and will present about ISD 877.

9. ADJOURN

Smude/Lawrence to adjourn at 7:44 pm  
Motion carried 6-0

Respectfully submitted,

Adam Bjorklund, Clerk  
ISD 877 Board of Education