

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

**Monday, November 28, 2022
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM
Public Comment – 6:30 PM**

MINUTES

1. CALL TO ORDER by Chair Sue Lee at 7:00 p.m. AND ROLL CALL

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

Absent: Melissa Brings

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Sansevere/Bjorklund to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report

Erica Kyllonen, Student Council Representative to the BOE

Student Council attended conference in Brainerd. Planning new event in cooperation with NHS and Activities Office to include a dance and hockey game and pajama days during end-of-term finals.

B. Proud Of

1. Jennifer Lunning, Social Studies Teacher at BCMS; Steve Carlson, Psychologist at BHS; Alexandra Edwards, Title I Teacher at MESI; and Dana Luc, 1st Grade Teacher at TESS who received the 2022 Leadership in Educational Excellence Awards for their leadership in BHM Schools, provided by Resource Training and Solutions.

2. Dan Manz, Head Engineer at PES; Kris Wurtzberger, Registrar at BHS; Amy Maatz, ESP at BCMS; and Jill Ebeling, KidKare Site Lead Supervisor at NES who received the 2022 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 12, 2022 - Public Comment Session 6:30 pm DC Board Room

2. Monday, December 12, 2022 - Regular Board Meeting 7:00 p.m. 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. Maran Marsh, part-time School Nurse (.5 FTE), effective November 7, 2022.
2. Mackenzie Ackerman, Math Teacher at Buffalo High School, effective January 30, 2023. This is a replacement for Nate Conroy.
3. Julie Kirkpatrick, ECFE Teacher, effective October 18, 2022. This is a replacement for Jen Dismang.
4. Randy Stoick, part-time (.156 FTE) Math Teacher at Buffalo High School, effective November 14, 2022 and ending January 27, 2023. This is a replacement for Jake Klingelhutz.
5. Mary Linna, long term substitute 3rd Grade Teacher at Northwinds Elementary, effective on or about January 12, 2023 and ending June 9, 2023. This is a replacement for Hannah Eller.
6. Kevin Scott, long term substitute Phy Ed Teacher at Parkside Elementary, effective on or about December 8, 2022 and ending February 24, 2023. This is a replacement for Gina Christian.
7. Laurie Arens, Nutrition Services Assistant at Buffalo High School, effective October 26, 2022. This is a replacement for Kim Martenson.
8. Alicia Groth, Nutrition Services Assistant at Parkside Elementary, effective November 14, 2022. This is a replacement for Patty Maas.
9. Brenda Mengelkoch, Nutrition Services Assistant at Buffalo High School, effective December 12, 2022. This is a replacement for Patty Hughes.
10. Alexis Eitel, ECSE ESP at Parkside Elementary, effective November 28, 2022. This is a replacement for Sarah Schaar.
11. Daric Stuhr, KidKare Assistant, effective October 24, 2022.
12. Rhonda Holthaus, ECFE Assistant at Hanover Elementary, effective November 14, 2022.
13. Kimberly Freiberg, ECFE Assistant at Discovery Elementary, effective December 5, 2022.
14. Chloe Reineccius, KidKare Supervisor, effective December 5, 2022.

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

1. Kristi Wagner, Music Teacher at Northwinds Elementary, resignation effective January 9, 2023.
2. Emily Natrop, Elementary ELL Teacher, resignation effective November 22, 2022.
3. Laura Lindquist, Communications Coordinator, resignation effective November 4, 2022.
4. Laura Sundell, ECSE ESP, resignation effective November 22, 2022.
5. Elizabeth Plath, Nutrition Services Aide at Buffalo Community Middle School, resignation effective October 28, 2022.
6. Angela Bartholomaeus, Nutrition Services Assistant at Montrose Elementary School of Innovation, resignation effective December 5, 2022.

7. Nicole Jude, Custodian at Buffalo Community Middle School, resignation effective December 2, 2022.
8. Dara Baird, Special Education ESP at Tatanka Elementary STEM School, resignation effective December 9, 2022.
9. Kelly Bimson, Special Education ESP at Buffalo High School, resignation effective December 2, 2022.
10. Anais Bersie, KidKare Lead Supervisor, resignation effective November 3, 2022.
11. Amanda Pepper, KidKare Supervisor, resignation effective October 26, 2022.
12. Lezlie Simonson, KidKare Supervisor, resignation effective December 5, 2022.

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

1. Joel Peterson, Math Teacher at Buffalo High School, teach one additional section during 2nd Term, effective November 14, 2022 and ending January 27, 2023.
2. Nick Besemer, Math Teacher at Buffalo High School, teach one additional section during 2nd Term, effective November 14, 2022 and ending November 22, 2022.
3. Joel Riopelle, Math Teacher at Buffalo High School, teach one additional section during 2nd Term, effective November 28, 2022 and ending January 27, 2023.
4. CiAnn Jackson, Art Teacher at Buffalo High School, teach one additional section during 2nd Term, effective November 14, 2022 and ending January 27, 2023.
5. Erin Boettcher, ELD Teacher at Buffalo High School, increase from 1.0 to 1.158 to include Hanover and Tatanka Elementary Schools.
6. Sarah Schaar, Special Services ESP at Montrose Elementary School of Innovation, increase from 27 to 32.5 hours/week, effective November 2, 2022.
7. Cheryl Beckers Hurd, Special Services ESP at Parkside Elementary, increase from 30 to 32.5 hours/week, effective September 6, 2022.
8. Samantha Estes, Special Services ESP at Parkside Elementary, increase from 30 to 32.5 hours/week, effective September 6, 2022.
9. Hannah Gatz, Special Services ESP at Parkside Elementary, increase from 30 to 32.5 hours/week, effective September 6, 2022.
10. Nathaniel Passig, Special Services ESP at Parkside Elementary, increase from 30 to 32.5 hours/week, effective September 6, 2022.
11. Shayla Schuft, Special Services ESP at Parkside Elementary, increase from 30 to 32.5 hours/week, effective September 6, 2022.
12. Samantha Schwarzkopf, Special Services ESP at Parkside Elementary, increase from 30 to 32.5 hours/week, effective September 6, 2022.
13. Louise Sorvala, Special Services ESP at Parkside Elementary, increase from 30 to 31.25 hours/week, effective September 7, 2022.
14. Mary Radtke, ESP at Parkside Elementary, transfer to ECSE ESP for 27 hours/week, effective November 28, 2022.
15. Ann Brown, Nutrition Services Assistant, transfer from Tatanka Elementary STEM School at 36.25 hours/week to Northwinds Elementary at 30 hours/week, effective October 24, 2022.
16. Lena Anderson, Nutrition Services Aide at Northwinds Elementary, decrease from 6.5 to 4.75 hours/day, effective October 24, 2022.

17. Bill Jordan, transfer from District-wide Specialist to Maintenance, effective October 24, 2022. This is a replacement for Ken Melenich.
18. Dave Schrapp, Custodian, transfer from 2nd Shift at Montrose Elementary School of Innovation to 1st Shift at Buffalo Community Middle School, effective November 14, 2022. This is a replacement for Bill Jordan.
19. Jack Strong, transfer from District-wide Head Grounds to Head Engineer at Montrose Elementary School of Innovation, effective November 14, 2022. This is a replacement for Jim Hulet.
20. Steven Randall, return from temporary Head Engineer at Montrose Elementary School of Innovation to 1st Shift Custodian at Buffalo High School, effective November 14, 2022.
21. Kristina Jeske, KidKare, transfer from Supervisor to Lead Supervisor, effective November 14, 2022. This is a replacement for Anais Bersie.
22. Dana Pearson, ECFE Teacher, correction from .984 to .894 FTE, effective August 29, 2022.
23. Kendra Durgin, transfer from ECFE Classroom Assistant for 25 hours/week and KidKare Supervisor for 12.5 hours/week to Special Education ESP for 32.5 hours/week and KidKare Supervisor for 7.5 hours/week at Northwinds Elementary, effective November 28, 2022. This is a replacement for Kylie Schwartz.

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

1. Kristi Wagner, Music Teacher at Northwinds Elementary, request for leave of absence, effective September 30, 2022 and ending January 9, 2023.
2. Erica Kindt, School Nurse, date adjustment for leave of absence to effective October 13, 2022.
3. Barbara Eckberg, ECFE Coordinator, request for leave of absence, effective December 16, 2022 and ending February 10, 2023.
4. Patricia Armstrong, ESP at Parkside Elementary, date adjustments for leave of absence to effective September 29, 2022 and ending November 10, 2022.
5. Jan Fournier, Special Services ESP at Parkside Elementary, request for leave of absence, effective October 27, 2022 and ending November 20, 2022.
6. Leslie Anderson, Special Services Teacher at Buffalo High School, request for leave of absence, effective November 7, 2022 and ending December 22, 2022.
7. Kelsey Ortmann, Phy Ed and Health Teacher at Buffalo High School, request for leave of absence, effective January 25, 2023 and ending April 24, 2023.
8. Lisa Dohrmann, Nutrition Services Assistant at Tatanka Elementary STEM School, date adjustment for leave of absence to ending November 4, 2022.
9. Richard Thompson, Head Engineer at Hanover Elementary School, request for leave of absence effective November 23, 2022 and ending January 3, 2023.
10. Candice Pfeffer-Rozeske, Head Secretary at Discovery Elementary, date adjustments for leave of absence to effective November 8, 2022 and ending January 30, 2023.

CONTRACT – Approve the following contract:

1. 2022-24 Master Contract between Independent School District No. 877 and Nutrition Services Personnel.

B. Check Disbursements

Payroll checks # 9000121482 through 9000123300, and 206418 through 206434 amounting to \$2,396,017.04. P-card disbursement checks 8000002165 to 8000002198, totaling \$226,633.61. Bill-pay wires 810001387 through 8100001460. Employee reimbursement checks 9100004088 through 9100004194 and Accounts Payable checks 400384 through 400897 for the period of July 21, 2022 – November 29, 2022 as follows:

01	GENERAL FUND	8,500,394.55
02	FOOD SERVICE	325,907.73
04	COMMUNITY SERVICE	397,245.13
05	CAPITAL OUTLAY	146,745.42
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	19,509.88
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	217,324.90
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>1,625.00</u>
	TOTAL	\$9,608,752.61

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 17 - Nov. 20) is as follows:

Date	Vendor & Purpose	Amount
10/17/22	Cash Management Service Fee	\$ 29.98
10/17/22	WEX – Flex/Health Insurance	178.49
10/17/22	IRS USA Tax Pmt – Federal Taxes	550,450.67
10/17/22	MN Dept. of Revenue – State Taxes	86,815.12
10/17/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
10/17/22	Delta Dental – Dental Insurance	8,809.89
10/18/22	WEX – Flex/Health Insurance	10,108.90
10/18/22	MN Teachers Retirement Association	215,950.36
10/19/22	MN Teachers Retirement Association	104,902.80
10/19/22	District #877 Employees – Employee Reimbursement	3,106.20
10/19/22	Xcel Energy – Utility	925.51
10/19/22	MN Public Employees Retirement Association	70,734.61
10/20/22	WEX – Flex/Health Insurance	5,198.00
10/20/22	Alerus	985.00
10/20/22	Educators Benefit Consultants – Deferred Annuities	58,619.58
10/21/22	WEX – Flex/Health Insurance	16,705.27
10/21/22	MN Dept. of Revenue – Sales Taxes	3,461.00
10/21/22	Delta Dental – Dental Insurance	2,604.42
10/24/22	WEX – Flex/Health Insurance	55,572.26

10/24/22	BCBS - Health Insurance	671,724.42
10/24/22	Delta Dental – Dental Insurance	9,441.06
10/25/22	WEX – Flex/Health Insurance	4,153.54
10/27/22	Xcel Energy – Utility	83.55
10/28/22	IRS USA Tax Pmt – Federal Taxes	398,029.75
10/28/22	District #877 Employees – Employee Payroll	1,233,076.61
10/31/22	MN Teachers Retirement Association	212,853.63
10/31/22	WEX – Flex/Health Insurance	69.02
10/31/22	Delta Dental – Dental Insurance	9,549.96
10/31/22	MN Dept. of Revenue – State Taxes	63,653.11
10/31/22	MN Public Employees Retirement Association	67,066.63
10/31/22	MN Public Employees Retirement Association	1,900.39
10/31/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
11/01/22	WEX – Flex/Health Insurance	1,194.82
11/01/22	Educators Benefit Consultants – Deferred Annuities	59,215.79
11/01/22	Dept of Commerce - Unclaimed Funds	1,175.47
11/02/22	WEX – Flex/Health Insurance	10,860.15
11/02/22	District #877 Employees – Employee Reimbursement	1,296.67
11/03/22	WEX – Flex/Health Insurance	4,111.31
11/04/22	WEX – Flex/Health Insurance	7.88
11/07/22	WEX – Flex/Health Insurance	17.94
11/07/22	Delta Dental – Dental Insurance	10,384.59
11/07/22	BMO Corporate MasterCard – P-Card	226,633.61
11/08/22	WEX – Flex/Health Insurance	4,762.83
11/08/22	Vanco - Payment	23.95
11/08/22	IRS USA Tax Pmt – Federal Taxes	457.34
11/08/22	FeePay - Community Ed Fee	1,450.00
11/08/22	FeePay - Community Ed Fee	5,444.24
11/09/22	MN Dept. of Revenue – State Taxes	73.38
11/09/22	MN Public Employees Retirement Association	286.05
11/10/22	WEX – Flex/Health Insurance	147.21
11/10/22	Educators Benefit Consultants – Deferred Annuities	30.42
11/14/22	WEX – Flex/Health Insurance	256.70
11/15/22	IRS USA Tax Pmt – Federal Taxes	375,050.24
11/15/22	Delta Dental – Dental Insurance	13,926.44
11/15/22	Delta Dental – Dental Insurance	1,129.85
11/15/22	WEX – Flex/Health Insurance	6,938.88
11/15/22	District #877 Employees – Employee Payroll	1,154,046.22
11/16/22	Cash Management Service Fee	35.38
11/16/22	MN Teachers Retirement Association	210,760.24
11/16/22	MN Public Employees Retirement Association	56,094.82
11/16/22	MN Dept. of Revenue - Garnishments/Child Support	466.52
11/16/22	WEX – Flex/Health Insurance	16,012.51
11/16/22	District #877 Employees – Employee Reimbursement	4,213.74
11/17/22	MN Dept. of Revenue – State Taxes	59,934.64
11/17/22	Educators Benefit Consultants – Deferred Annuities	58,795.14

11/17/22	MN Dept. of Revenue - Garnishments/Child Support	230.50
	Total	<u>6,152,686.20</u>

D. Minutes - October 24, 2022 Regular Meeting and November 14, 2022 Special Meeting

E. Donations/Grants

Sansevere/Reineck to approve

Motion carried 6-0

5. ACTION ITEMS

A. 2021-22 Audit - Presenter: Ryan Tangen, Director of Finance and Operations

Janel Bitzen from BerganKDV presented an Unmodified Opinion (clean audit) for the District. No findings for Government Auditing Standards, Compliance in Accordance with Uniform Guidance and Minnesota Legal Compliance. Decrease in number of resident and non-resident students. District is providing more services with less revenue collected through local, state and federal funding. Food Service funds have come back from the pandemic losses. Same for Community Service fund.

Lawrence/Ogden to approve

Motion carried 6-0

B. New BHS Courses for 2022-23

Presenter: Mark Mischke, BHS Principal

Proposing 13 new courses to be added for the 2023-24 school year at BHS. Courses are in the areas of agriculture, business, math, music, phy ed and science.

Sansevere/Lawrence to approve

Discussion – how do students learn about new courses. Will be reviewed during Advisory time and school counselors will share info during Social Studies class time along with 8th grade parent meeting. More CIS offerings will be available with move to trimesters.

Motion carried 6-0

C. Resolution Approving Application for Cooperative Sponsorship for Alpine Ski (boys and girls)

Presenter: Mark Mischke, BHS Principal

Asking to join Cooperative with seven schools for Alpine Ski.

Bjorklund/Reineck to approve resolution

Resolution Approving Application for Cooperative Sponsorship of Alpine Ski (boys and girls) Through the Minnesota State High School League

Buffalo High School Activities Department is unable to support an Alpine Ski activity due to lack of participants. A Cooperative is in place through the Minnesota State High School League among the school districts of Annandale, Kimball, St. Michael-Albertville, New London-Spicer, Male Lake, Litchfield and Delano. Therefore, Buffalo-Hanover-Montrose ISD #877 submits this application to join this Coop beginning with the 2022-23 school year.

Motion carried 6-0

D. Policy 417 - Chemical Use and Abuse

Presenter: Evan Ronken, Director of Human Resources

Revisions are due to statutory language and text.

Ogden/Lawrence to approve

Motion carried 6-0

E. Policy 722 - Public Data Requests

Presenter: Scott Thielman, Superintendent

Revisions include additional definitions and clarifies language according to statutes.

Sansevere/Lawrence to approve

Motion carried 7-0

F. Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties

Presenter: Anita Underberg, Admn. Assistant to Superintendent

All campaign finance reports have been received from newly elected and re-elected school board candidates. Therefore, Certificates of Election may be issued.

Bjorklund/Reineck to approve resolution

**RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES
OF ELECTION AND DIRECTING THE SCHOOL DISTRICT CLERK
TO PERFORM OTHER ELECTION RELATED DUTIES**

WHEREAS, the board has canvassed the general election for school board members held on November 8, 2022.

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

1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 877 to the following candidates:

- a. Matt Hoffman
- b. Bob Sansevere
- c. Sheila Smude

who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on the first Monday in January next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.

3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver a certificate to each person entitled thereto personally or by certified mail.

4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office.

Motion carried 7-0

G. Resolution Establishing Combined Polling Places for Multiple Precincts for Elections Not Held on the Day of a Statewide Election

Presenter: Anita Underberg, Admn. Assistant to Superintendent

Annual resolution which is due to state law requiring elections not held on the same day as the general election must be held at the same polling places as the local government entities.

Bjorklund/Lawrence moved to approve the resolution

**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 Covenant Church – 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 and St. Michael and the City of Rogers, Precinct 2 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 nonforwardable 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.

Motion carried 6-0

6. REPORTS

A. Out-of-State Trip - BHS Choir to Iowa

Presenter: Zack Carlson, BHS Vocal Music Teacher

Approximately eight BHS students will participate in the regional Honor Choir with 930 other students at Luther College in Decorah, Iowa.

Board gave preliminary approval

B. Out-of-State Trip - BHS Music Department to Chicago, IL

Presenter: Zach Carlson, BHS Vocal Music Teacher

Concert groups used to travel to New York, every other year, but this is currently cost-prohibitive due to post pandemic prices. This will be a non-performance trip with many music experiences provided.

Board gave preliminary approval

C. Policy Review - #613 Graduation Requirements

Presenter: Scott Thielman, Superintendent

Revisions are due to move to five-period trimester schedule.

D. Census/Enrollment Projections/Enrollment Options

Presenter: Ryan Tangen, Director of Finance and Operations

October enrollment is down 58 students from last year but only 3 students difference from projected enrollment. We loose 733 students to Open Enrollment. Nonpublic schools includes the new Impact Christian Academy with 83 students. Homeschool totals have leveled out. Kindergarten projection is key to enrollment. Wright County births are steady. Also look at number of building permits issued which have decreased with current interest and mortgage rates. No concerns at this time with building capacities. Enrollment is projected to be 5125 for 2023-24. Enrollment is projected to decline over the next three to five years.

Discussion - Look at increasing Early Childhood offerings to keep students in-district at kindergarten.

Used to serve 90% of resident students, now serve 82% - mainly due to proximity to other schools on the northwest edge of our district and other districts decision to drive throughout our district to pick up students.

7. COMMITTEE REPORTS

AB – SWMISD

KO – United for Youth

BS – NWSISD

SL – Principal Negotiations

8. SUPERINTENDENT'S REPORT

Looking forward to state funding changes due to re-elected Governor Walz’s statement of wanting to “fully fund” education.

Ogden/Sansevere to adjourn at 8:13 pm
Motion carried 6-0

Respectfully submitted,

Bob Sansevere, Clerk
ISD 877 Board of Education