

# **Buffalo-Hanover-Montrose Schools**

## **School Board Meeting Minutes**

**Monday, June 28, 2021**

**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, Sue Lee, Ken Ogden, Amanda Lawrence, Bob Sansevere, Melissa Brings

Absent: Amanda Reineck

**2. PRELIMINARY ACTIONS**

A. Pledge of Allegiance

B. Public Comment - none

C. Approval of Agenda

Lee/Sansevere to approve

Motion carried 6-0

**3. COMMUNICATIONS**

A. Student Council Report

B. Proud Of

1. BHS Theater's *A Tapestry of Hope: Our Gift to the Community*, Cast and Crew who were invited to participate in the Hennepin Theatre Trust Spotlight Education Showcase. The following awards were received: Outstanding in - Achievement in Musical Theatre, Overall Production, Overall Performance, Ensemble Performance, Vocal Performance, Student Orchestra, Run Crew, Overall Technical Team and Light and Sound Crew. Individual Honors were awarded to: Outstanding Performance in a Leading Role - Jillian Elton, Owan Klaphake and El-Sara Duopu, Outstanding in Technical Leadership - Julie Carter and Caitlyn Siedel, and Honorable Mention in a Supporting Role - Meagan Nowezki. An Evaluator Shout Out was given to Elizabeth Krinke and Drew Elo.

2. BHS Track and Field Coaches for their assistance to a Duluth Denfeld wheelchair racer during the State Track meet.

C. Board Calendar Dates

1. Monday, July 26, 2021 Regular Meeting 4:30 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. Ryan Hagerty, Business Education Teacher at Buffalo High School, effective August 23, 2021, contingent upon receipt of appropriate licensure. This is a replacement for Jennifer Kremers.

2. Hayley Schendel, 2<sup>nd</sup> Grade Teacher at Parkside Elementary, effective August 23, 2021. This is a replacement for Kaitlin White.

3. Erika Clifton, English Teacher at Buffalo High School, effective August 30, 2021, contingent upon receipt of appropriate licensure. This is a replacement for Debra Bestland.
4. Kristine Weise, .688 FTE Orchestra Teacher at Buffalo High School, effective August 23, 2021. This is a replacement for Rachel Vannett.
5. Stephanie McGinn, Special Education Teacher at Buffalo High School, effective August 23, 2021 and is contingent upon receipt of appropriate licensure. This is a replacement for Judy Emerick.
6. Heidi Lucas, .532 FTE Special Education Teacher at Discovery Elementary, effective August 30, 2021 and contingent upon receipt of appropriate licensure. This is a re-hire.
7. Emma Lindenfelser, 1<sup>st</sup> Grade Teacher at Parkside Elementary, effective August 23, 2021. This is a replacement for Malorie Davidson/Michelle Wurm.
8. Nicholas Besemer, Math Teacher at Phoenix Learning Center, effective August 23, 2021. This is a replacement for Michelle Ryder.
9. Kendra Durst, Special Education Teacher at Buffalo High School, effective August 23, 2021 and is contingent upon receipt of appropriate licensure. This is a re-hire.
10. Amy French, Agriculture Teacher for 1.0 FTE for the 2<sup>nd</sup> Term at Buffalo High School, effective January 31, 2022 and contingent upon receipt of appropriate licensure.
11. Ava Vialva Koodie, Health ESP at Buffalo High School, effective September 7, 2021. This is a replacement for Kirk Lomker.
12. Tiffany Peterson, Health Office ESP at Hanover Elementary, effective September 7, 2021. This is a replacement for Kim Colebank.
13. Beth Hartman, Health Office ESP at Parkside Elementary, effective September 7, 2021. This is a replacement for Angie Masteller.
14. Richard Aulwes, Head Engineer at Tatanka Elementary STEM School, effective June 9, 2021. This is a replacement for Tim Domka.
15. Sriastutik Turkyawan, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective June 9, 2021. This is a replacement for Max Hartman.
16. Ramon Vega, 2<sup>nd</sup> Shift Custodian at Buffalo High School, effective June 21, 2021. This is a replacement for Steven Randall.

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

1. Valerie Anderson, Speech Pathologist at Northwinds Elementary, resignation effective June 11, 2021.
2. Scot Sorenson, Physical Education Teacher at Buffalo High School, resignation per agreement effective June 11, 2021.
3. Marissa Friedrich, 1<sup>st</sup> Grade Teacher at Montrose Elementary School of Innovation, resignation effective June 11, 2021.
4. Sue Thomson, AVID Tutor at Buffalo Community Middle School, resignation effective June 10, 2021.
5. Sarah Balsters, Special Education ESP at Tatanka Elementary STEM School, resignation effective June 10, 2021.
6. Katilynne Jarmon, Special Education ESP at Tatanka Elementary STEM School, resignation effective June 10, 2021.
7. Michelle Morrell, ESP at Northwinds Elementary, resignation effective June 10, 2021.
8. Angela Friedrich, ESP at Parkside Elementary, resignation effective June 7, 2021.

9. Damon Reeves, ECSE ESP, resignation effective June 10, 2021.
10. Jenna Palmer, ESP at Buffalo High School, resignation effective June 10, 2021.
11. Wesley Sanderson, ECSE ESP at Discovery Elementary, resignation effective June 10, 2021.
12. Katherine Kelly, ESP at Buffalo High School, termination effective June 10, 2021.
13. Cheryl Laney, end of long-term substitute ECSE ESP assignment, effective June 10, 2021.
14. Beth Hartman, end of long-term substitute Health Office ESP assignment at Parkside Elementary, effective June 10, 2021.1
15. Jane VanDorp, Special Education ESP at Parkside Elementary, retirement effective June 10, 2021.
16. Brenda Steen, Nutrition Services Aide at Hanover Elementary, retirement effective June 11, 2021.
17. Rebecca Schweitzer, 3<sup>rd</sup> Shift Custodian at Buffalo High School, resignation effective June 1, 2021.
18. Joselyn Peterson, KidKare Aide, resignation effective June 10, 2021.
19. Carter Stuart, KidKare Aide, resignation effective June 11, 2021.
20. Andrew Willman, KidKare Aide, resignation effective June 8, 2021.
21. Sara Mart, substitute AVID Tutor at Buffalo High School, termination of position effective June 10, 2021.
22. Addison Lutchen, Spanish Teacher at Buffalo High School, resignation effective June 28, 2021.

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

1. Rachel Vannett, transfer from Orchestra Teacher at Buffalo High School to Music Teacher at Tatanka Elementary STEM School, effective August 30, 2021.
2. Kristen Rausch, Art Teacher at Parkside Elementary, increase from .676 FTE to .794 FTE, effective August 30, 2021.
3. Rebecca Braith, Special Education/Transportation ESP at Montrose Elementary School of Innovation, decrease from 1 to .5 hours/day for Transportation, effective September 7, 2021.
4. Barb Clifton, Special Education/Supervisory ESP at Montrose Elementary School of Innovation, decrease from 6.5 to 6 hours/day for Special Education and increase from .25 to .5 hours/day for Supervisory, effective September 7, 2021.
5. Patrick Doyle, Special Education/Supervisory ESP at Montrose Elementary School of Innovation, decrease from 3.5 to 2.5 hours/day for Supervisory and increase from 3 to 3.25 hours/day for Special Education, effective September 7, 2021.
6. Amber Hervey, Special Education/Transportation ESP at Montrose Elementary School of Innovation, decrease from 4.75 to 4.5 hours/day for Special Education and addition of .5 hours/day for Transportation, effective September 7, 2021.
7. Melissa Mottlow, ESP at Montrose Elementary School of Innovation, decrease from 1.25 to 1 hour/day as Instructional and change from 1.5 hours/day for Science to 1.75 hours/day for Supervisory, effective September 7, 2021.
8. Deb Ross, Supervisory/Instructional ESP at Montrose Elementary School of Innovation, increase from 4 to 4.5 hours/day as Instructional and decrease from 2.5 to 2 hours/day as Supervisory, effective September 7, 2021.

9. Suzanne Holmberg, ESP at Hanover Elementary, decrease from 1.25 to .75 hours/day as Supervisory, effective September 7, 2021.
10. Bethany Bienias, Special Education/Supervisory ESP at Hanover Elementary, increase from 5 to 6 hours/day for Special Education and decrease from 1.75 to .5 hours/day as Supervisory, effective September 7, 2021.
11. Solveig Nelson, ESP at Hanover Elementary, decrease from 1.75 to 1.5 hours/day for Supervisory and decrease of .5 hours/day for Instructional, effective September 7, 2021.
12. Jessica Rud, Special Education/Transportation ESP at Parkside Elementary, increase from 5.25 to 6 hours/day for Special Education, effective September 7, 2021.
13. Michaleine Lauer, Instructional/Supervisory ESP at Parkside Elementary, increase from 4.5 to 5 hours/day, effective September 7, 2021.
14. Angela Masteller, decrease from 7.25 hours/day for Health to 6.5 hours/day for Supervisory/Instructional, effective September 7, 2021.
15. Andrea Lund, increase from 94 to 174 days as Crossing Guard ESP, effective September 7, 2021.
16. Morgan Niccum, Special Education/Transportation ESP at Parkside Elementary, increase from 5.75 to 6 hours/day for Special Education and increase from .25 to .5 for Transportation, effective September 7, 2021.
17. Crystal Hipple, Supervisory/Instructional ESP at Discovery Elementary, decrease from 1 to .75 hours/day as Instructional, effective September 7, 2021.
18. Cheri Knop, Health ESP at Discovery Elementary, decrease from 6.75 to 6.25 hours/day, effective September 7, 2021.
19. Jessie Ortloff, ECSE/Transportation ESP, increase from 4.05 to 4.5 hours/day for ECSE, effective September 7, 2021.
20. Cameron Schrepfer, ECSE ESP at Discovery Elementary, decrease from 4.3 to 3.8 hours/day for ECSE and decrease from 2.5 to 2 hours/week for Transportation, effective September 7, 2021.
21. Tracy Conklin, ESP at Northwinds Elementary, increase from 12.5 to 28.75 hours/week, effective September 7, 2021.
22. Kathy Budde, Special Education ESP at Northwinds Elementary, decrease from 5.5 to 5 hours/day, effective September 7, 2021.
23. Sheila Bethke, ESP at Northwinds Elementary, decrease from 5.5 to 5.25 hours/day, effective September 7, 2021.
24. Samantha Hill, Special Education/Crossing Guard ESP at Northwinds Elementary, decrease of .5 hours/day for Crossing Guard, effective September 7, 2021.
25. Chad Maenke, Special Education ESP at Northwinds Elementary, increase from 3.25 to 3.5 hours/day, effective September 7, 2021.
26. Susan Kohn, Instructional/Supervisory ESP at Tatanka Elementary STEM School, decrease from 4.5 to 3.75 hours/day for Instructional, effective September 7, 2021.
27. Susanne Blevins, Instructional/Health Office ESP at Tatanka Elementary STEM School, decrease from 5.5 to 5 hours/day for Instructional, effective September 7, 2021.
28. Lori Lipinski, Instructional/Supervisory ESP at Tatanka Elementary STEM School, decrease from 3.75 to 3 hours/day for Instructional, effective September 7, 2021.
29. Kim Laumann, Instructional/Supervisory ESP at Tatanka Elementary STEM School, decrease from 3.75 to 3 hours/day for Instructional, effective September 7, 2021.
30. Nicole Miller, Instructional/Supervisory ESP at Tatanka Elementary STEM School, decrease from 4.25 to 3.5 hours/day for Instructional, effective September 7, 2021.

31. Kristine Simonson, Special Education ESP at Buffalo High School, decrease of .7 hours/day for Transportation, effective September 7, 2021.
32. Christie Mastey, Special Education ESP at Buffalo High School, decrease from 1.25 to .25 hours/day for Transportation, effective September 7, 2021.
33. Dorothy Valentine, correction of start date as Temporary Night Lead Custodian at Buffalo High School from June 11, 2021 to May 10, 2021.
34. Dorothy Valentine, return to 2<sup>nd</sup> Shift Custodian at Hanover Elementary, effective June 14, 2021.
35. James Ingram, transfer from 2<sup>nd</sup> Shift Custodian to temporary Night Lead at Buffalo High School, effective June 14, 2021.
36. Jeff Edwards, 2<sup>nd</sup> Shift Custodian, transfer from Buffalo Community Middle School to Northwinds Elementary, effective August 2, 2021.
37. Jeff Gilmer, part-time Custodian, temporary transfer from Buffalo Community Middle School to Discovery Elementary, effective June 16, 2021.
38. Lori Steinhilbel, KidKare Supervisor, increase from 25 to 30 hours/week, effective June 16, 2021.
39. Miah Simpson, KidKare Assistant, increase from 25 to 30 hours/week, effective June 16, 2021.
40. Karen Moline, KidKare Supervisor, increase from 25 to 32.5 hours/week, effective June 16, 2021.
41. Abigail Kunze, KidKare Assistant, increase from 25 to 30 hours/week, effective June 16, 2021.
42. Josie Kruzel, KidKare Supervisor, decrease from 40 to 25 hours/week, effective June 16, 2021.
43. Madison Teichert, KidKare Supervisor, increase from 35 to 40 hours/week, effective June 16, 2021.
44. Kim Young, return to Greeter/Secretary from substitute Counselor's Secretary at Buffalo High School, effective June 28, 2021.
45. Melissa Thompson, return to AVID Tutor from substitute Office Staff at Buffalo High School, effective June 14, 2021.
46. Jennifer Wykle, STEM Coordinator at Tatanka Elementary STEM School, decrease from 10 extra days to 5 extra days, effective July 1, 2021.

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

1. Tracy Madsen, Nutrition Service Manager at Tatanka Elementary STEM School, request for leave of absence effective April 12, 2021 and ending June 30, 2021.
2. Sara Athom, Nutrition Services Aide at Buffalo Community Middle School, request for leave of absence effective May 12, 2021 and ending June 11, 2021.
3. Laura Lindquist, Communications Coordinator, request for extension of leave of absence to end September 11, 2021.
4. Emily Burrell, Counselor's Secretary at Buffalo High School, revised return-to-work date of July 12, 2021.

CONTRACT – Approve the following contract renewal:

1. Tiffany Lund, KidKare School Age Care Coordinator, for the 2021-2022 fiscal year.
2. Amanda Clasemann, Benefits/Business Office Assistant, for the 2021-2022 fiscal year.
3. Brenda Neaton, District Accountant, for the 2021-22 fiscal year.

4. Jared Switch, Information Services Coordinator, for the 2021-22 fiscal year.

B. Check Disbursements

Payroll checks # 900095024 through 900096719, and 206036 through 206049 amounting to \$4,854,789.44. P-card disbursement checks 8000001628 to 8000001658, totaling \$134,275.68.

Bill-pay wires 800001060 through 8000001089. Employee reimbursement checks 9100003330 through 9100003369, and Accounts Payable checks 3956514 through 396826 for the period of April 5, 2021 – June 24, 2021 as follows:

01	GENERAL FUND	6,845,649.06
02	FOOD SERVICE	403,430.18
04	COMMUNITY SERVICE	242,858.42
05	CAPITAL OUTLAY	196,467.94
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	8,115.29
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	101,114.58
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>389.76</u>
	TOTAL	\$7,798,025.23

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May. 14 - June 21) is as follows:

Date	Vendor & Purpose	Amount
05/14/21	Chicago USA Tax Pmt – Federal Taxes	\$ 380,379.46
05/14/21	District #877 Employees – Employee Payroll	1,153,284.89
05/14/21	MN Public Employees Retirement Association	68,431.43
05/14/21	MN Teachers Retirement Association	200,720.28
05/14/21	Cash Management Service Fee - MSDLAF	32.64
05/17/21	MN Dept. of Revenue – State Taxes	60,060.27
05/17/21	MN Dept. of Revenue - Garnishments/Child Support	357.40
05/17/21	Delta Dental – Dental Insurance	8,785.17
05/18/21	eBay Inc.	394.67
05/18/21	Educators Benefit Consultants – Deferred Annuities	55,731.90
05/19/21	MN Dept. of Revenue – Sales Tax	762.00
05/19/21	Further – Flex/Health Insurance	10,942.92
05/19/21	District #877 Employees – Employee Reimbursement	1,912.52
05/20/21	Alerus	916.00
05/21/21	Delta Dental – Dental Insurance	2,428.90

05/21/21	Xcel Energy – Utility	585.97
05/24/21	Delta Dental – Dental Insurance	11,060.67
05/26/21	Further – Flex/Health Insurance	1,776.65
05/28/21	District #877 Employees – Employee Payroll	1,123,227.56
05/28/21	MN Public Employees Retirement Association	64,006.27
05/28/21	Chicago USA Tax Pmt – Federal Taxes	372,447.32
05/28/21	MN Teachers Retirement Association	200,702.98
06/01/21	MN Dept. of Revenue - Garnishments/Child Support	357.40
06/01/21	Delta Dental – Dental Insurance	7,591.53
06/01/21	MN Dept. of Revenue – State Taxes	58,477.02
06/01/21	BCBS - Health Insurance	870,374.50
06/01/21	Educators Benefit Consultants – Deferred Annuities	56,092.32
06/02/21	Xcel Energy – Utility	62.98
06/03/21	Further – Flex/Health Insurance	11,705.65
06/04/21	District #877 Employees – Employee Reimbursement	1,076.27
06/04/21	District #877 Employees – Employee Reimbursement	30.79
06/07/21	BMO Corporate MasterCard – P-Card	134,275.68
06/07/21	Delta Dental – Dental Insurance	12,636.45
06/08/21	Vanco - Food Service Fee	1,393.09
06/08/21	FeePay - Community Ed Fee	5,794.65
06/09/21	Further – Flex/Health Insurance	4,569.83
06/10/21	FeePay - Community Ed Fee	1,450.00
06/14/21	Delta Dental – Dental Insurance	4,338.73
06/14/21	Cash Management Service Fee - MSDLAF	33.24
06/15/21	District #877 Employees – Employee Payroll	3,722,660.05
06/15/21	MN Public Employees Retirement Association	62,728.66
06/15/21	MN Teachers Retirement Association	845,928.10
06/15/21	Chicago USA Tax Pmt – Federal Taxes	1,236,163.50
06/16/21	Educators Benefit Consultants – Deferred Annuities	215,990.00
06/16/21	MN Dept. of Revenue - Garnishments/Child Support	371.40
06/16/21	eBay Inc.	327.72
06/16/21	District #877 Employees – Employee Reimbursement	1,853.65
06/16/21	MN Dept. of Revenue – State Taxes	199,462.19
06/16/21	Further – Flex/Health Insurance	2,988.41
06/18/21	Further – Flex/Health Insurance	30,614.57
06/21/21	Xcel Energy – Utility	661.49
06/21/21	Alerus	486.00
	Total	<u>\$ 11,209,443.74</u>

D. Minutes - May 24, 2021 Regular Meeting

E. Donations/Grants totaling \$46,205.83

F. Mediated Insurance Settlement Agreement

Sansevere/Ogden to approve

Motion carried 6-0

## 5. ACTION ITEMS

A. 2021-22 Budget, Gary Kawlewski, Director of Finance and Operations

Current legislative discussions are not included in this budget. A 1% increase in the

funding formula is included at this time. Enrollment projection of 5437 is being used along with the reduction of 7.5 teacher positions. State funding and the 2019 referendum allows us to maintain similar program levels as in place for 2020-21. Continuation of free breakfast and lunch for all students is projected for next year. Hopeful to reduce the Community Education budget deficit by being able to run summer programs.

Lee/Ogden to approve

Discussion: SPED Coordinator and PRIDE agreement are included in revenue from other districts. Large increase in custodian expenses due to COVID.

Motion carried 6-0

- B. Substitute Pay Rates, Gary Kawlewski, Director of Finance and Operations  
Substitute teacher rate increased to \$150/day due to high need and to be competitive.  
\$1.00/hour increase in other areas.

Sansevere/Lee to approve

Motion carried 6-0

- C. PRIDE Agreement with SWMISD, Gary Kawlewski, Director of Finance and Operations, Amy Ernst, Director of Special Education, Scott Thielman, Superintendent  
This is for the management of the PRIDE Transitions program. Program will remain the same but will be managed mainly offsite including tuition billing. This will provide increased capacity and allow us to recover all costs of the program.

Lawrence/Bjorklund to approve

Motion carried 6-0

- D. Rescind Policy 808 - COVID 19 Face Covering Policy, Scott Thielman, Superintendent  
Safe Learning Plan which included the face covering requirements is no longer in effect as of June 10, 2021. Therefore, Policy 808 is no longer applicable.

Ogden/Lee to approve

Motion carried 6-0

- E. 2021-22 Board of Education Calendar, Scott Thielman, Superintendent  
Workshops are on the 2<sup>nd</sup> Monday of the month at 4:30 pm and meetings are typically held on the 4<sup>th</sup> Monday of the month at 7:00 p.m. Workshops rotate locations through each building.

Lee/Ogden to approve

Motion carried 6-0

## 6. REPORTS

- A. 2020-21 Donations, Anita Underberg, Admin. Asst. to Supt. and Board of Education  
Donations totaling \$155,373.22. Very grateful for the generosity provided to our



district.

B. Out-of-State Trip Request – FFA to National Convention in Indiana, Scott Thielman, Superintendent

The Buffalo FFA Market Plan Team will be able to compete at the national level. This is a great opportunity for all FFA members.

7. COMMITTEE REPORTS

BS – NWSISD

8. SUPERINTENDENT'S REPORT

Thankful to Gary Kawlewski for his work in BHM schools as Finance and Operations Director and congratulations on his retirement.

9. OTHER

Ogden/Sansevere moved to adjourn at 7:43 p.m.

Respectfully submitted,

Bob Sansevere, Clerk  
ISD 877 Board of Education