

# Buffalo-Hanover-Montrose Schools School Board Meeting

Monday, August 28, 2023  
Regular Meeting  
Board Room  
214 - 1st Ave NE  
Buffalo, MN 55313  
7:00 PM

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## MINUTES

### 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

### 2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Lee/Sansevere to approve

Motion carried 7-0

### 3. COMMUNICATIONS

A. Board Calendar Dates

1. Monday, September 11, 2023 Board Workshop 4:30 pm Parkside Elementary

2. Monday, September 25, 2023 Public Comment Session 6:30 pm Board Room DC

3. Monday, September 25, 2023 Board Meeting 7:00 pm Board Room DC

Noted All Staff Welcome Back – Thursday, August 31, 2023 at 12:30 pm BHS PAC

### 4. CONSENT AGENDA

A. Personnel

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

1. Sara Strahota, 2<sup>nd</sup> Grade Teacher at Tatanka Elementary, effective August 21, 2023. This is a replacement for Megan Jones.
2. Tammy Exum, Special Education Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Kendra Durst.
3. Laura Hauer, part-time (.278 FTE) English Teacher at Buffalo High School, effective August 28, 2023. This is a re-hire.
4. Nicole Dietman, long-term substitute Multi-Age Teacher at Discovery Elementary, effective on or about December 6, 2023 and ending on or about March 11, 2024. This is a replacement for Haley Franta. This appointment is contingent upon receipt of appropriate licensure.
5. Krystle Anderson, Kindergarten Teacher at Tatanka Elementary STEM School, effective August 22, 2023. This is a new position.
6. Kelly Ann Lockrem, Special Education and Learning Recovery Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Kara Radke/new position. This appointment is contingent upon receipt of appropriate licensure.

7. Amy Mattson, Special Education Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Keith Enstad. This appointment is contingent upon receipt of appropriate licensure.
8. Hawah Worlobah, Special Education Teacher at Northwinds Elementary, effective August 21, 2023. This is a replacement for Courtney Hinz/Kallie Statema. This appointment is contingent upon receipt of appropriate licensure.
9. Stephanie Schwartz, Kindergarten Teacher at Parkside Elementary, effective August 21, 2023. This is a replacement for Emily Nelson.
10. Laura Boillat, part-time (.787 FTE) Music and REACH Teacher at Buffalo High School, effective August 21, 2023. This is a replacement for Kristine Wiese and Anny Reedy.
11. Matthew Tibbetts, School Psychologist at Parkside and Hanover Elementary Schools, effective August 21, 2023. This is a replacement for Peyton Miller. This appointment is contingent upon receipt of appropriate licensure.
12. Brian Peterson, Speech/Language Pathologist at Discovery/ECSE, effective August 21, 2023. This is a replacement for Crystal Aurich. This appointment is contingent upon receipt of appropriate licensure.
13. Catherine Frisbie, ECFE Teacher, effective August 21, 2023. This is a replacement for Andrea Jonasson and Danielle Stein.
14. Julie Kirkpatrick, ECFE Teacher at Hanover and Discovery Elementary Schools, effective August 21, 2023. This is a re-hire. This appointment is contingent upon receipt of appropriate licensure.
15. Danielle Stein, ECFE Teacher, effective August 28, 2023. This is a re-hire. This appointment is contingent upon receipt of appropriate licensure.
16. Kristi Brundin, ECFE Teacher, effective August 28, 2023.
17. Anita Gruenhagen, part-time (.950 FTE) Ready Set Grow Preschool Teacher at Montrose Early Education Center, effective August 21, 2023. This is a replacement for Dana Pearson. This appointment is contingent upon receipt of appropriate licensure.
18. Ashley Claycomb, Special Education ESP at Montrose Elementary School of Innovation, effective September 5, 2023. This is a replacement for Roberta Kolasa.
19. Jennifer Malmquist, Special Education ESP at Hanover Elementary, effective September 5, 2023. This is a replacement for Mindy Day.
20. Samantha Gutknecht, Special Education ESP at Hanover Elementary, effective September 5, 2023. This is a new position.
21. Gabrielle Stroad, ECSE and Transportation ESP, effective September 12, 2023. This is a new position.
22. Bjorna Jayson, SEBS ESP at Buffalo High School, effective September 5, 2023. This is a replacement for Kelly Bimson.
23. Heather Halstead, ESP at Tatanka Elementary STEM School, effective September 5, 2023. This is a replacement for Amanda O'Rourke.
24. Evalina Bach, Special Education ESP at Parkside Elementary, effective September 5, 2023. This is a replacement for Stephanie Koecher.
25. Emma Klett, Special Education ESP at Parkside Elementary, effective September 5, 2023. This is a replacement for Alexia Dahlke.
26. Zarie Smith, ECSE and Transportation ESP at Tatanka Elementary STEM School, effective September 5, 2023. This is a new position.
27. Crystal Whiteford, SEB ESP at Parkside Elementary, effective September 5, 2023. This is a replacement for Jessica Rud.

28. Samantha Regan, SPED and Transportation ESP at Parkside Elementary, effective September 5, 2023. This is a new position.
29. Blake Trout, Special Education ESP at Parkside Elementary, effective September 5, 2023. This is a replacement for Shayla Schuft.
30. Mary Zirbes-Stumpf, Special Education ESP at Parkside Elementary, effective September 5, 2023. This is a replacement for Lisa Jude.
31. Nicole Fadden, SEBS ESP at Hanover Elementary, effective September 5, 2023. This is a replacement for Solveig Nelson.
32. Pamela Ridpath, ESP at Parkside Elementary, effective September 5, 2023.
33. Kristen Coppes, Special Education ESP at Parkside Elementary, effective September 5, 2023.
34. Courtney Adair, Health ESP at Tatanka Elementary STEM School, effective September 5, 2023.
35. Claire Brandes, ESP at Tatanka Elementary STEM School, effective September 5, 2023.
36. Rita Bloom, Special Education ESP at Buffalo Community Middle School, effective September 5, 2023. This is a replacement for Jody Bremer.
37. Jessica Rud, Special Education ESP at Parkside Elementary, effective September 5, 2023.
38. Caitlin Hutchcraft, ESP at Buffalo High School, effective September 5, 2023.
39. Rebecca Brandon, ECFE Assistant, effective August 28, 2023.
40. Brittany Burns, ECFE Assistant, effective September 11, 2023. This is a replacement for Cheryl Laney.
41. Janissa Cardinal, ECFE Assistant at Tatanka Elementary STEM School, effective September 11, 2023.
42. Danette Melsness, ECFE Assistant at Parkside Elementary, effective September 11, 2023.
43. Jennifer Rabon, ECFE Assistant at Hanover Elementary, effective September 11, 2023.
44. Rachel Zahnow, ECFE Assistant at Tatanka Elementary STEM School, effective September 11, 2023.
45. Richard Herrin, part-time Custodian at Discovery Elementary, effective September 6, 2023. This is a replacement for Calvin Wyse.
46. Jake Yost, KidKare Assistant at Northwinds Elementary, effective September 5, 2023.
47. Mara Hagen, KidKare Assistant at Northwinds Elementary, effective September 5, 2023.
48. Samantha Whitworth, KidKare Assistant at Northwinds Elementary, effective September 5, 2023.
49. Michelle Whitworth, KidKare Supervisor at Northwinds Elementary, effective September 5, 2023.
50. Sawyer Tiedt, Kidkare Assistant at Hanover Elementary, effective September 5, 2023.
51. Victoria Swanson, KidKare Supervisor at Montrose Elementary School of Innovation, effective September 5, 2023.
52. Ryan Popken, KidKare Assistant at Tatanka Elementary STEM School, effective September 5, 2023.
53. Mitchell Murphy, KidKare Assistant at Montrose Elementary School of Innovation, effective September 5, 2023.
54. Karen Moline, KidKare Supervisor at Hanover Elementary, effective September 5, 2023.

55. Samuel Lefstad, KidKare Assistant at Hanover Elementary, effective September 5, 2023.
56. Lexi Laho, KidKare Assistant at Tatanka Elementary STEM School, effective September 5, 2023.
57. Bette Koepsell, KidKare Supervisor at Tatanka Elementary STEM School, effective September 5, 2023.
58. Elizabeth Demgen, KidKare Supervisor at Hanover Elementary, effective September 5, 2023.

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

1. Anna Reedy, Student Achievement Advisor at Buffalo High School, resignation effective June 9, 2023.
2. Keith Enstad, Special Education Teacher at Buffalo High School, resignation effective August 21, 2023.
3. Emily Nelson, Kindergarten Teacher at Parkside Elementary, resignation effective June 9, 2023.
4. Maran Marsh, School Nurse, resignation effective August 23, 2023.
5. Raquel Groetken, ESP at BHS/wRight Choice, resignation effective June 8, 2023.
6. Eric Meyers, Special Education ESP at Buffalo Community Middle School, resignation effective September 5, 2023.
7. Chad Maenke, Special Education ESP at Northwinds Elementary, resignation effective June 8, 2023.
8. Jane Forro, ESP at Tatanka Elementary STEM School, resignation effective June 8, 2023.
9. Madison DeMarais, ESP at Northwinds Elementary, resignation effective June 8, 2023.
10. Roberta Kolasa, ESP at Montrose Elementary School of Innovation, retirement effective June 8, 2023.
11. Dana Pearson, ECFE Teacher, resignation effective June 9, 2023.
12. Kimberly Freiberg, ECFE Assistant, resignation effective June 8, 2023.
13. Emily Thurn, KidKare Assistant, resignation effective August 3, 2023.
14. Karen Moline, KidKare Supervisor, resignation effective August 25, 2023.
15. Nicole Carroll, KidKare Supervisor, resignation effective August 14, 2023.
16. Jocelynn Geib, KidKare Assistant, resignation effective August 10, 2023.
17. Leslie Hernandez, KidKare Assistant, resignation effective August 24, 2023.
18. Damon Reeves, KidKare Supervisor, resignation effective August 30, 2023.
19. Carol Ingersoll, KidKare Supervisor, resignation effective September 8, 2023.
20. Emily Frost, KidKare Supervisor, resignation effective August 30, 2023.

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

1. CeCelia VanDorp, part-time Special Education Teacher, transfer from Parkside to Discovery Elementary, effective August 28, 2023.
2. Courtney Hinz, transfer from Special Education to Kindergarten Teacher at Northwinds Elementary, effective August 21, 2023.
3. Anita Erkens-Trutwin, transfer to .5 Work-Based Learning Teacher and .5 Student Achievement Advisor, effective August 28, 2023. This is a partial replacement for Anna Reedy.

4. Kinsey Mens, transfer to .75 Science Teacher and .25 Advisory TOSA, effective August 28, 2023. This is a partial replacement for Anna Reedy.
5. Katherine Beaudry, Art Specialist at Buffalo High School and Tatanka Elementary STEM School, increase from .857 to 1.0 FTE, effective August 21, 2023.
6. Emily Pearson, ECFE Teacher, decrease from .992 to .964 FTE, effective August 28, 2023.
7. Annette Rabusch, ECFE Teacher, increase from .887 to .957 FTE, effective August 28, 2023.
8. Miranda Weber, ECFE Teacher, increase from .935 to .982 FTE, effective August 28, 2023.
9. Jennifer Robeck, ECFE Teacher, increase from .981 to .992 FTE, effective August 28, 2023.
10. Patty Lammers, ECFE Teacher, decrease from .716 to .674 FTE, effective August 28, 2023.
11. Nicole Tuchscherer, ECFE Teacher, increase from .409 to .528 FTE, effective August 28, 2023.
12. Carrie Wubben, ECFE Assistant at Montrose Early Education Center, increase from 27.5 to 28.75 hours/week, effective September 11, 2023.
13. Sara Cich, ECFE Assistant at Parkside Elementary, increase from 26.25 to 36.25 hours/week, effective September 11, 2023.
14. Rebecca Commerford, ECFE Assistant at Hanover Elementary and Montrose Early Childhood Education Center, increase from 8.75 to 13.75 hours/week, effective September 11, 2023.
15. Jayda Knutson, Special Education ESP at Northwinds Elementary, increase from 25 to 31.25 hours/week, effective September 5, 2023.
16. Donna Doboszanski, ESP at Parkside Elementary, increase from 30 to 31.25 hours/week, effective September 5, 2023.
17. Melissa Mottlow, SEBS at Montrose Elementary School of Innovation, increase from 32 to 33.75 hours/week, effective September 5, 2023.
18. Tamara Thiele, ESP at Montrose Elementary School of Innovation, increase from 31.25 to 32 hours/week, effective September 5, 2023.
19. Jody Bremer, Health Office ESP at Buffalo Community Middle School, increase from 32.5 to 35 hours/week, effective September 5, 2023.
20. Patti Armstrong, Special Education ESP, transfer from Parkside to Northwinds Elementary, effective September 5, 2023.
21. Kimberly Freiberg, transfer from ECFE Assistant to ECSE ESP at Parkside Elementary, effective September 5, 2023. This is a replacement for Mary Radtke.
22. Kallie Wycoff, KidKare Supervisor at Montrose Elementary School of Innovation, decrease from 7.5 to 6 hours/week, effective September 5, 2023.
23. Krystin Willman, KidKare Supervisor at Parkside Elementary, decrease from 7.5 to 5 hours/week, effective September 5, 2023.
24. Jayda Knutson, KidKare Supervisor at Northwinds Elementary, decrease from 15 to 10 hours/week, effective September 5, 2023.
25. Stephanie Koecher, KidKare Supervisor at Parkside Elementary, decrease from 7.5 to 4 hours/week, effective September 5, 2023.
26. Sunshine Hedlund, KidKare Supervisor at Tatanka Elementary STEM School, decrease from 10 to 5 hours/week, effective September 5, 2023.
27. Destiny Boll, KidKare Assistant at Northwinds Elementary, increase from 20 to 25 hours/week, effective September 5, 2023.

28. Hazel Trigg, Nutrition Services Assistant at Buffalo High School, decrease from 6.25 to 6 hours/day, effective August 28, 2023.

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

1. Haley Franta, Multi-Age Teacher at Discovery Elementary, request for leave of absence effective on or about December 6, 2023 and ending on or about March 11, 2024.
2. Maxwell Hollands, Custodian at Buffalo Community Middle School, date adjustment for leave of absence to end August 17, 2023.
3. Julie Kirkpatrick, ECFE Teacher, request for leave of absence, effective August 28, 2023 and ending September 18, 2023.

B. Check Disbursements

Payroll checks # 9000136637 through 9000137707, and 206491 through 206501 amounting to \$1,125,066.14. P-card disbursement checks 8000002440 to 8000002507, totaling \$370,969.20. Bill-pay wires 810001643 through 8100001681. Employee reimbursement checks 9100004687 through 9100004757 and Accounts Payable checks 402774 through 403086 for the period of June 5, 2023 – August 22, 2023 as follows:

01	GENERAL FUND	4,148,783.04
02	FOOD SERVICE	177,376.70
04	COMMUNITY SERVICE	202,278.33
05	CAPITAL OUTLAY	1,460,079.16
06	NEW BUILDING	.00
07	DEBT SERVICE	712.50
09	ACTIVITY FUND	103,584.92
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	79,358.84
47	DEBT REDEMPTION	.00
51	<u>ACTIVITIES</u>	<u>.00</u>
	TOTAL	\$6,172,173.49

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of July 6 - August 17) is as follows:

Date	Vendor & Purpose	Amount
07/06/23	BMO Corporate MasterCard – P-Card	\$ 124,135.52
07/06/23	District #877 Employees – Employee Reimbursement	993.75
07/06/23	Xcel Energy – Utility	91.23
07/10/23	Delta Dental – Dental Insurance	16,895.03
07/10/23	FeePay - Communtiy Ed Fee	1,450.00
07/10/23	FeePay - Communtiy Ed Fee	7,713.44
07/11/23	Further – Flex/Health Insurance	1,095.62
07/13/23	Further – Flex/Health Insurance	165.00
07/14/23	District #877 Employees – Employee Payroll	375,321.49
07/14/23	Further – Flex/Health Insurance	226.50
07/14/23	IRS USA Tax Pmt – Federal Taxes	114,271.02

07/17/23	Cash Management Service Fee	30.05
07/17/23	Delta Dental – Dental Insurance	9,080.32
07/17/23	Educators Benefit Consultants – Deferred Annuities	15,863.33
07/17/23	Further – Flex/Health Insurance	4,697.46
07/17/23	MN Dept. of Revenue – State Taxes	19,052.35
07/17/23	MN Public Employees Retirement Association	34,502.38
07/17/23	MN Teachers Retirement Association	35,648.21
07/18/23	Further – Flex/Health Insurance	12,173.16
07/19/23	District #877 Employees – Employee Reimbursement	1,770.60
07/19/23	District #877 Employees – Employee Reimbursement	19.00
07/20/23	Alerus	496.00
07/20/23	Further – Flex/Health Insurance	467.90
07/20/23	MN Dept. of Revenue – Sales Taxes	2,215.00
07/21/23	BCBS - Health Insurance	763,838.64
07/21/23	Delta Dental – Dental Insurance	2,656.89
07/21/23	Further – Flex/Health Insurance	630.83
07/24/23	Delta Dental – Dental Insurance	14,479.09
07/24/23	Further – Flex/Health Insurance	96.63
07/24/23	Xcel Energy – Utility	831.81
07/25/23	Further – Flex/Health Insurance	3,622.03
07/25/23	WEX – Payment	2,240.25
07/27/23	Bond Trust – \$3,855,000 2013 G.O. Bond	21,150.00
07/27/23	Bond Trust – \$32,620,000 2015 G.O. Bond	478,461.25
07/27/23	Bond Trust – \$7,980,000 2021 G.O. Bond	98,500.00
07/27/23	Further – Flex/Health Insurance	12.84

07/28/23	District #877 Employees – Employee Payroll	331,906.76
07/28/23	Further – Flex/Health Insurance	177.60
07/28/23	IRS USA Tax Pmt – Federal Taxes	103,841.80
07/28/23	MN Teachers Retirement Association	30,598.53
07/31/23	Delta Dental – Dental Insurance	13,352.10
07/31/23	MN Dept. of Revenue – State Taxes	17,079.37
07/31/23	MN Public Employees Retirement Association	34,202.88
08/01/23	Educators Benefit Consultants – Deferred Annuities	16,261.12
08/01/23	Further – Flex/Health Insurance	1,961.73
08/02/23	District #877 Employees – Employee Reimbursement	458.78
08/02/23	District #877 Employees – Employee Reimbursement	237.41
08/02/23	Further – Flex/Health Insurance	81.90
08/02/23	Xcel Energy – Utility	101.40
08/03/23	Further – Flex/Health Insurance	165.00
08/04/23	Further – Flex/Health Insurance	31.49
08/07/23	BMO Corporate MasterCard – P-Card	246,833.68
08/07/23	Delta Dental – Dental Insurance	11,252.21
08/07/23	Further – Flex/Health Insurance	(176.17)
08/08/23	FeePay - Communtiy Ed Fee	7,199.44
08/08/23	Further – Flex/Health Insurance	416.67
08/09/23	FeePay - Communtiy Ed Fee	1,300.00
08/10/23	Further – Flex/Health Insurance	(23.00)
08/14/23	Cash Management Service Fee	13.80
08/14/23	Further – Flex/Health Insurance	43.87
08/15/23	Delta Dental – Dental Insurance	16,170.58
08/15/23	Delta Dental – Dental Insurance	2,634.23
08/15/23	District #877 Employees – Employee Payroll	408,981.74
08/15/23	Further – Flex/Health Insurance	1,566.70
08/15/23	IRS USA Tax Pmt – Federal Taxes	121,974.60
08/15/23	MN Public Employees Retirement Association	37,157.66
08/15/23	MN Teachers Retirement Association	41,406.06
08/16/23	District #877 Employees – Employee Reimbursement	4,217.61
08/16/23	District #877 Employees – Employee Reimbursement	1,020.96
08/16/23	Educators Benefit Consultants – Deferred Annuities	16,997.44
08/16/23	Further – Flex/Health Insurance	1,501.34
08/16/23	MN Dept. of Revenue – State Taxes	19,540.54
08/17/23	Further – Flex/Health Insurance	4.69
	Total	<u>\$ 3,655,387.14</u>

D. Minutes - July 10, 2023 Regular Meeting  
E. Donations/Grants totalling \$744,220.23  
Lawrence/Bjorklund to approve



Motion carried 7-0

5. ACTION ITEMS

- A. Student/Parent Handbooks - BHS, BCMS, Elementary, ECFE, School Readiness Preschool and ECSE, Volunteer, KidKare Scott Thielman, Superintendent  
No revisions since presented at the August workshop.  
Smude/Lee to approve  
Motion carried 7-0

Brings/Sansevere to amend agenda, moving Item 5B Truth in Taxation Process to 6A  
Motion carried 7-0

- B. Designation of Identified Official with Authority (IOwA) for MDE, Scott Thielman, Superintendent  
This is an annual requirement for MDE. Superintendent Scott Thielman is identified as the Identified Official with Authority.  
Lee/Lawrence to approve  
Motion carried 7-0

- C. Out-of-State Trip - FFA to IN, Scott Thielman, Superintendent  
As presented at the August workshop, five FFA members will attend the National Convention in Indianapolis, October 31-November 3, 2023.  
Sansevere/Bjorklund to approve  
Motion carried 7-0

- D. Out-of-State Trip - FFA to WI, Scott Thielman, Superintendent  
As presented at the August workshop, five FFA students will participate in the Horse Evaluation contest at the University of WI – River Falls on Friday, October 13, 2023.  
Smude/Hoffman to approve  
Motion carried 7-0

E. Policy Review

Presenter: Scott Thielman, Superintendent

1. Legislative Revisions

- a. Policy 102 - Equal Educational Opportunity
- b. Policy 406 - Public and Private Personnel Data
- c. Policy 410 - Family and Medical Leave
- d. Policy 418 - Drug-Free Workplace/Drug-Free School
- e. Policy 419 - Tobacco Free Environment
- f. Policy 506 - Student Discipline
- g. Policy 507 - Corporal Punishment and Prone Restraint
- h. Policy 509 - Enrollment of NonResident Students
- i. Policy 513 - Student Promotion, Retention Program
- j. Policy 514 - Bullying Prohibition
- k. Policy 515 - Protection and Privacy of Pupil Records (Notice 515)
- l. Policy 516.5 - Overdose Medication - NEW POLICY
- m. Policy 534 - School Meals Policy

- n. Policy 601 - School District Curriculum and Instruction Goals
- o. Policy 603 - Curriculum Development
- p. Policy 604 - Instructional Curriculum
- q. Policy 613 - Graduation Requirements
- r. Policy 616 - School District System Accountability
- s. Policy 620 - Credit for Learning
- t. Policy 621 - Literacy and the Read Act
- u. Policy 624 - Online Learning Instruction (replaces Online Learning Options)
- v. Policy 708 - Transportation of Nonpublic School Students
- w. Policy 709 - Student Transportation Safety Policy
- x. Policy 806 - Crisis Management Policy

All revisions are due to legislative changes from the 2023 session and therefore may be approved at one meeting.

Lee/Sansevere to approve  
Motion carried 7-0

## 2. 5-Year Review Cycle

- a. Policy 103 - Complaints - Students, Employees, Parents, Other Persons
- b. Policy 202.1 - Student Council Representative to Board of Education
- c. Policy 203.5 - School Board Meeting Agenda
- d. Policy 401 - Equal Employment Opportunity
- e. Policy 403 - Discipline, Suspension and Dismissal of School District Employees
- f. Policy 407 - Employee Right to Know - Exposure to Hazardous Substances
- g. Policy 411 - Voluntary Employee's Benefit Association (VEBA)
- h. Policy 421 - Gifts to Employees and School Board Members
- i. Policy 427 - Workload Limits for Certain Special Education Teachers
- j. Policy 451 - Teacher Transfer (Form 451)
- k. Policy 518 - DNR-DNI Orders
- l. Policy 519 - Interviews of Students by Outside Agencies
- m. Policy 530 - Immunization Requirements
- n. Policy 606 - Textbooks and Instructional Materials (FORM 606)
- o. Policy 609 - Religion
- p. Policy 610 - District Approved Activities/Field Trips Requiring Supervision (FORM 610)
- q. Policy 730 - Food Service Program
- r. Policy 901 - Community Education
- s. Policy 902 - Use of School Facilities and Equipment
- t. Policy 902.1 - School District Employee Use of School District Facilities and Equipment
- u. Policy 903 - Visitors to School District Buildings and Sites

District policy requires review of policies every five years. The revisions are minor and do not affect the substance of the policy or are updated legal references and therefore may be approved at one meeting.

Bjorklund/Smude to approve  
Motion carried 7-0

F. Resolution Appointing Election Judges for the November 7, 2023 School District  
Special Election, Anita Underberg, Admin. Assistant to Superintendent and BOE

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

1. The individuals specified on EXHIBIT A attached hereto, each of whom is qualified to serve as an election judge, are hereby appointed as judges of election for the School District's special election on November 7, 2023, to act as such at the combined polling places listed on said exhibit.
2. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the School Board for canvass in the manner provided for other school district elections.
3. The School District Clerk and the Clerk's designee are hereby authorized to appoint additional election judges, as needed, to fill vacancies that may occur on or before election day.

Buffalo Covenant Church: Susan Johnson (Head Election Judge), MaryJo Stubstad, Kelly Hiestand, Shelby Pahl, Mandy Jordan-Lemmerman, Bev Peitz, Mark Lostetter, Chrissie Estrad, Kevin Bergquist.

Montrose Community Center: Roger Fraumann (Head Election Judge), Joan Bauernschmitt, Philip Goski, Helen Helgeson, Todd Nelson, Tami Suprenant, Staci Price  
Hanover City Hall: Abby Peterson (Head Election Judge), Kristine Christenson, Doug Hammerseng, Dee Ruter, Colleen Williams, Linda Shebiel, Benjamin McDonald, Kristine Levchak

Sansevere Lee to approve  
Motion carried 7-0

6. REPORTS

- A. Truth in Taxation Process, Ryan Tangen, Director of Finance and Operations  
In September, must adopt preliminary property tax levy and must hold a Truth in Taxation meeting by December 28, 2023. Equalization is dropping due to increased property values and stable or decreasing enrollment. LTFM will return to the General Fund. No action needed at this time

7. COMMITTEE REPORTS

BS – Negotiations – EdMN-Buffalo

AB – SWMISD – bus tour

MB – Negotiations – EdMN-Buffalo

8. SUPERINTENDENT'S REPORT

Shared a handout about the District's Special Election. Will be shared at Open House events this week. Election Information has also been placed on the website.

Shared information about School Resource Officers – Attorney General’s opinion as to officers have the right to intervene when necessary.

9. ADJOURN

Sansevere/Lawrence to adjourn at 7:31 p.m.

Motion carried 7-0

Respectfully submitted,

Adam Bjorklund, Clerk  
ISD 877 Board of Education