

Buffalo-Hanover-Montrose Schools
School Board Meeting
Minutes

Monday, April 26, 2021 Regular Meeting Board Room
214 - 1st Ave NE Buffalo, MN 55313
7:00 PM

1. CALL TO ORDER AND ROLL CALL

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment

Michael Swenson – Buffalo Youth Lacrosse practice space. Only a partial field available this year and would like a full field.

C. Approval of Agenda

Sansevere/Lee to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report, Sydney Rhodes – some groups have participated at state events including Student Council. Senior activities beginning to take place. Homecoming planning taking place. Yearbook has been shipped for printing. Spring musical took place this weekend. Only seniors will attend prom and grand march this year.

B. Proud Of

1. BHS Seniors - Molly Hedden, Emily Rogalla, Sydney Nute and Cory Chrest who were named Students of Excellence for the Resource Training and Solutions Award Program.

2. BHS Gymnastics Team who were named the 2021 Academic Champions by the Minnesota State Gymnastics Coaches' Association.

3. BCMS Students - Michael Schroeder, Lucas Talbot, Kelcie Bode and Bridgette Sturgeon, who competed in the Regional History Day Competition and will advance to the State Competition.

C. Board Calendar Dates

1. Monday, May 10, 2021 Board Workshop 4:30 p.m. Montrose Elementary School of Innovation

2. Monday, May 24, 2021 Board Retreat Noon-6:30 p.m. Discovery Board Room

3. Monday, May 24, 2021 Board Meeting 7:00 p.m. Discovery 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. Amber Hervey, Special Education ESP at Montrose Elementary School of Innovation, effective April 19, 2021. This is a replacement for Elise Brown/Michelle Peterson.

2. Laurie Raymond, long-term substitute Social Studies Teacher at Buffalo High School, effective April 13, 2021 and ending June 11, 2021. This is a replacement for Nicole Gmach.
3. Valerie Anderson, Speech/Language Pathologist at Northwinds Elementary, effective August 30, 2021. This is a re-hire and is contingent upon licensure.
4. Lindsay Wahlstrom, KidKare Aide, effective April 19, 2021.
5. Crystal Shuft, KidKare Supervisor, effective March 22, 2021.

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

1. Lynne Tolkinen, 3rd Grade Teacher at Montrose Elementary School of Innovation, retirement effective June 11, 2021.
2. Steve Hermanson, Math Teacher at Buffalo Community Middle School, retirement effective June 11, 2021.
3. Susan Lee, Kindergarten Teacher at Hanover Elementary, retirement effective June 11, 2021.
4. Kevin Underberg, Head Engineer at Buffalo High School, retirement effective April 15, 2021.
5. Roland Dehmer, Head Engineer at Northwinds Elementary, retirement effective July 22, 2021.
6. Kim Colebank, ESP at Hanover Elementary, retirement effective March 31, 2021.
7. Kirk Lomker, ESP at Buffalo High School, resignation effective April 1, 2021.
8. Michelle Peterson, ESP at Montrose Elementary School of Innovation, resignation effective April 1, 2021.
9. Heather Lawrence, Special Education ESP at Parkside Elementary, resignation effective March 30, 2021.
10. Katie Baumgartner, KidKare Supervisor, resignation effective April 9, 2021.
11. Ashley Monroe, KidKare Assistant, resignation effective April 6, 2021.
12. Daniel Shipley, 3rd Shift Custodian at Buffalo High School, resignation effective April 2, 2021.
13. Maxwell Hartman, 2nd Shift Custodian at Buffalo High School, termination effective March 26, 2021.
14. Penny Parson, 3rd Shift Custodian at Buffalo High School, termination effective April 12, 2021.

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

1. Lisa Polzin, Special Education Teacher at Buffalo Community Middle School, to teach one additional class, effective April 26, 2021 and ending June 11, 2021.
2. Shannon Bye, Special Education Teacher at Buffalo Community Middle School, to teach one additional class, effective April 26, 2021 and ending June 11, 2021.
3. John Gunderson, Art Teacher at Buffalo Community Middle School, to teach one additional class, effective April 12, 2021 and ending June 11, 2021.
4. Jennifer Johnson, Special Education Teacher at Buffalo High School, to teach one additional section during Term 4, effective April 12, 2021 and ending June 11, 2021.
5. Chris Pullar, Math Teacher at Buffalo High School, to teach one additional section during Term 4, effective April 12, 2021 and ending June 11, 2021.

6. Josh Ortmann, Phy Ed and REACH Teacher at Buffalo High School, to teach one additional section during Term 4, effective April 12, 2021 and ending June 11, 2021.
7. Paul Anderson, Science Teacher at Buffalo High School, rescind additional assignment to teach one additional section during Term 4, effective April 12, 2021.
8. Jill Post, Art Teacher at Buffalo Community Middle School, rescind additional assignment to teach one additional class during Term 4, effective April 12, 2021.
9. Katie Holmes, Speech/Language Pathologist, transfer from .4 FTE at Northwinds Elementary and .132 FTE at Montrose Elementary School of Innovation to 1.0 FTE at Buffalo Community Middle School, effective August 30, 2021. This is a replacement for Michelle Aro.
10. Kaitlin White, Teacher at Parkside Elementary, transfer from 2nd to 1st Grade, effective August 30, 2021.
11. Michelle Wurm, Teacher at Parkside Elementary, transfer from 1st Grade to 2nd Grade, effective August 30, 2021.
12. Holly Winkelman, Teacher at Northwinds Elementary, transfer from 4th Grade to 1st Grade, effective August 30, 2021.
13. Sara Berning, Teacher at Northwinds Elementary, transfer from 5th Grade to 2nd Grade, effective August 30, 2021.
14. Jen Olson, transfer from Curriculum Integrationist to 3rd Grade Teacher at Montrose Elementary School of Innovation, effective August 30, 2021.
15. Austin Maranell, Teacher at Montrose Elementary School of Innovation, transfer from 2nd Grade to 4th Grade, effective August 30, 2021.
16. Christie Mastey, Special Education ESP at Buffalo High School, increase from 4.25 to 5.25 hours/week for Transportation, effective March 22, 2021.
17. Kristine Simonson, Special Education ESP at Buffalo High School, additional assignment for 3.5 hours/week as Transportation, effective April 14, 2021.
18. Elise Brown, Special Education ESP at Montrose Elementary School of Innovation, increase from 23.75 to 32.5 hours/week, effective April 12, 2021. This is a replacement for Michelle Peterson.
19. Jennifer Anderson, Nutrition Services Assistant at Buffalo Community Middle School, increase from 33.75 to 35 hours/week, effective April 12, 2021.
20. Nancy Allen, Nutrition Services Assistant at Buffalo Community Middle School, increase from 33.75 to 37.5 hours/week, effective April 12, 2021.
21. Samantha Miller, Nutrition Services Assistant at Buffalo Community Middle School, increase from 36.25 to 37.75 hours/week, effective April 12, 2021.
22. Cheryl Philippi, Nutrition Services Lead Production at Buffalo Community Middle School, increase from 33.75 to 37.5 hours/week, effective April 12, 2021.
23. Renae Pollock, Nutrition Services Assistant at Buffalo Community Middle School, increase from 35 to 36.25 hours/week, effective April 12, 2021.
24. Jackson Carter, KidKare Aide, decrease from 12.5 to 5 hours/week, effective April 12, 2021.

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

1. Pam Melenich, DAPE Teacher, request for leave of absence, effective April 12, 2021 and ending May 25, 2021.
2. Lisa Jensen, ELD Teacher at Buffalo Community Middle School/Buffalo High School, change in request for leave of absence, to end April 2, 2021.

3. Tessa Newby, Special Education Coordinator, request for leave of absence, effective on or about August 24, 2021 and ending October 24, 2021.
4. Patricia Hughes, Nutrition Services Assistant at Buffalo High School, request for leave of absence, effective March 8, 2021 and ending April 1, 2021.
5. James Burski, Custodian at Buffalo Community Middle School, request for leave of absence, effective April 12, 2021 and ending September 30, 2021.

B. Check Disbursements

Payroll checks # 900091656 through 900093334, and 206005 through 206029 amounting to \$2,300,603.99. P-card disbursement checks 80000001543 to 80000001600, totaling \$130,568.41. Bill-pay wires 800001022 through 8000001039. Employee reimbursement checks 9100003249 through 9100003295, and Accounts Payable checks 3956092 through 396284 for the period of – March 15, 2021 – April 22, 2021 as follows:

01	GENERAL FUND	2,586,658.96
02	FOOD SERVICE	145,261.55
04	COMMUNITY SERVICE	77,867.26
05	CAPITAL OUTLAY	127,692.76
06	NEW BUILDING	.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	4,778.11
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	1,430.55
47	DEBT REDEMPTION	.00
51	ACTIVITIES	.00
	TOTAL	\$2,943,780.46

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Mar. 12 - Apr. 18) is as follows:

Date	Vendor & Purpose	Amount
03/12/21	Cash Management Service Fee - MSDLAF	\$ 31.84
03/15/21	District #877 Employees – Employee Payroll	1,093,776.18
03/15/21	Delta Dental – Dental Insurance	13,920.67
03/15/21	MN Teachers Retirement Association	202,104.57
03/15/21	Chicago USA Tax Pmt – Federal Taxes	364,631.31
03/15/21	MN Public Employees Retirement Association	59,011.64
03/16/21	MN Dept. of Revenue - Garnishments/Child Support	257.40
03/16/21	MN Dept. of Revenue – State Taxes	57,384.51
03/16/21	eBay Inc.	222.33
03/17/21	District #877 Employees – Employee Reimbursement	1,344.09
03/17/21	Further – Flex/Health Insurance	1,577.58
03/17/21	Educators Benefit Consultants – Deferred Annuities	54,881.77

03/19/21	Further – Flex/Health Insurance	13,031.91
03/22/21	Delta Dental – Dental Insurance	19,536.02
03/23/21	Delta Dental – Dental Insurance	2,442.52
03/24/21	MN Dept. of Revenue - Sales Tax	1,785.00
03/24/21	Further – Flex/Health Insurance	3,402.84
03/24/21	Xcel Energy – Utility	678.41
03/29/21	Delta Dental – Dental Insurance	11,784.36
03/30/21	Xcel Energy – Utility	56.29
03/30/21	MN Teachers Retirement Association	201,753.83
03/30/21	Chicago USA Tax Pmt – Federal Taxes	383,153.46
03/30/21	MN Public Employees Retirement Association	69,971.41
03/30/21	District #877 Employees – Employee Payroll	1,143,542.55
03/31/21	Educators Benefit Consultants – Deferred Annuities	55,130.85
03/31/21	MN Dept. of Revenue - Garnishments/Child Support	257.40
03/31/21	Further – Flex/Health Insurance	4,457.04
03/31/21	District #877 Employees – Employee Reimbursement	602.43
03/31/21	MN Dept. of Revenue – State Taxes	60,653.47
04/01/21	BCBS - Health Insurance	904,996.00
04/01/21	Further – Flex/Health Insurance	700.02
04/02/21	Further – Flex/Health Insurance	7,812.25
04/05/21	Delta Dental – Dental Insurance	14,609.75
04/06/21	BMO Corporate MasterCard – P-Card	130,568.41
04/07/21	Further – Flex/Health Insurance	4,758.98
04/08/21	Vanco - Food Service Fee	3,045.76
04/08/21	FeePay - Community Ed Fee	1,300.00
04/08/21	FeePay - Community Ed Fee & FeePay Refunds	3,928.21
04/12/21	Delta Dental – Dental Insurance	2,480.89
04/12/21	Delta Dental – Dental Insurance	8,727.05
04/14/21	Cash Management Service Fee - MSDLAF	33.25
04/14/21	Further – Flex/Health Insurance	5,175.41
04/15/21	District #877 Employees – Employee Payroll	1,141,979.25
04/15/21	Chicago USA Tax Pmt – Federal Taxes	378,975.04
04/15/21	MN Public Employees Retirement Association	68,652.93
04/16/21	MN Dept. of Revenue – State Taxes	59,746.90
04/16/21	eBay Inc.	270.12
04/16/21	MN Teachers Retirement Association	201,240.23
04/16/21	MN Dept. of Revenue - Garnishments/Child Support	357.40
	Total	<u>\$6,760,741.53</u>

D. Minutes - March 22, 2021 Regular Meeting and April 12, 2021 Special Meeting
E. Donations/Grants totaling \$10,294.24

Sansevere/Lee to approve
Motion carried 7-0

5. ACTION ITEMS

- A. Appointment of Buffalo High School Assistant Principal - Ed Cox, Pam Miller, Director of Teaching and Learning and Mark Mischke, BHS Principal
Previous teacher at BHS who is an extremely intelligent, driven and purposeful leader. He wants what is best for our school, the district and community. Proud to have Mr. Cox return to BHM.
Sansevere/Lee to approve
Motion carried 7-0
- B. Appointment of Tatanka Elementary Principal – Andrée Iden , Evan Ronken, Director of Human Resources and Pam Miller, Director of Teaching and Learning
Ms. Iden believes in what she has seen us do in BHM. She believes in equity and social and emotional learning for our students. Staff surveyed were looking for a principal who is present, visible, approachable and inspires them to be better educators.
Ogden/Sansevere to approve
Motion carried 7-0
- C. Capital Facility Budget and LTFM Budget, John Heltunen, Director of Buildings and Grounds
Good process to meet with principals and head engineers to continue the work of maintaining our buildings. Budget projects include remodel of Parkside office and locker replacement, LED conversion at TESS building and BHS parking lot, some classroom updates at MESI. Some LTFM projects are reroofing at Discovery, classroom updates at MESI and PES and a
Lawrence/Lee to approve
Discussion – catwalk system for boiler area at PES is due to a mock OSHA walkthrough recommendation. Asbestos is still found in floor tile and pipes in ceilings. BHS sanding of main gym down to bare wood will take place this summer. We will find out how many more times we can do this.
Motion carried 7-0
- D. 10-Year LTFM Plan, John Heltunen, Director of Buildings and Grounds
Required to have an approved plan in order to levy taxes for funding. Plan allows scheduling large projects each year. Plan also includes health and safety, deferred maintenance and preventative maintenance costs.
Lee/Sansevere to approve
Motion carried 7-0
- E. 2021 Budget Adjustments, Gary Kawlewski, Director of Finance and Operations
These are the final revisions to the 2020-21 budget. Revenues were lower than projected in State sources due to decreased enrollment and interest rates but came in higher in Federal Sources due to Special Ed and CARES funding. Utility and transportation expenses were lower mainly due to COVID. Have just been notified that Food Service will be able to provide free lunches again next year. This is good for families, but we receive less compensatory funding since families do not see the need to fill out forms for free and reduced meals. Purchased two vehicles for food service and will purchase two new coolers with CARES act funds. Community Ed revenues are down due to inability to provide programs and classes and requirement to provide free KidKare services for essential people. Building fund projects and funds are closed out. OPEB Trust has doubled since it was started in 2009. Fund balance will end at \$36,901,923.

Sansevere/Reineck to approve
Motion carried 7-0

F. Resolution Discontinuing and Reducing Educational Programs and Positions,
Evan Ronken, Director of Human Resources

RESOLUTION DISCONTINUING AND REDUCING
EDUCATIONAL PROGRAMS AND POSITIONS

BE IT RESOLVED by the School Board of Independent School District No. 877, that
the following programs and positions be discontinued or reduced as set forth below:

1. Elimination of Title I teacher position at Montrose Elementary School of
Innovation – .56 FTE
2. Elimination of Title I teacher and Reading Specialist position at Tatanka
Elementary STEM School – 1.0 FTE
3. Elimination of World Cultures teacher position at Northwinds Elementary –
.217 FTE
4. Reduction of Media Specialist position at Hanover Elementary – from 1.0 FTE
to .794 FTE
5. Reduction of Dance and Theater teacher position at Buffalo High School – from
1.0 FTE to .521 FTE

Sansevere/Lee to approve
Motion carried 7-0

G. Resolutions for Proposed Unrequested Leave of Absence, Evan Ronken, Director
of Human Resources

RESOLUTION PROPOSING TO PLACE (NAME)
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 (name), a (position) of said school district, be placed on a
unrequested leave of absence without pay or fringe benefits, effective at the end of
the 2020-21 school year on June 30, 2021, 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: (reason).
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

Dear:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 877 held on April 26, 2021, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits for your position as (position) 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 2020-21 school year on June 30, 2021, 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: (reason).

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
Bob Sansevere
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.

Sansevere/Lee to approve resolution proposing placing Arliss Wallenta on unrequested leave of absence
Motion carried 7-0

Sansevere/Lee to approve resolution proposing placing Kim Winans on unrequested leave of absence
Motion carried 7-0

Sansevere/Lee to approve resolution proposing placing Lisa Berg on unrequested leave of absence
Motion carried 7-0

Sansevere/Lee to approve resolution proposing placing Kari Skeen-Lenzmeier on a .206 FTE unrequested leave of absence
Motion carried 7-0

Sansevere/Lee to approve resolution proposing placing Debra Bestland on a .479 FTE unrequested leave of absence
Motion carried 7-0

H. Probationary Staff, Evan Ronken, Director of Human Resources

1. Discontinuance of Contract

RESOLUTION - DISCONTINUANCE OF CONTRACT

That the following substitute teachers, Title I teachers, acting incumbents, yearly and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District's thanks for their services:

Amy Huss – substitute; Ashley Koopman – substitute; Megan Strong – substitute; Arliss Wallenta – substitute

Lee/Sansevere to approve
Motion carried 7-0

2. Resolution Relating to the Termination and NonRenewal of the Teaching Contract of a Probationary Teacher

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF (NAME) A PROBATIONARY TEACHER:

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of (NAME) a probationary teacher in Independent School District 877, will hereby end at the close of the current 2020-21 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

Dear ,

You are hereby notified that at a regular meeting of the School Board of Independent School District 877 held on April 26, 2021, a resolution was adopted by a majority roll call vote to end your contract effective at the end of the current school year and not to renew your contract for the 2021-22 school year. Said action

of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such requests should be received within ten days after receipt of this notice.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT 877
Clerk of the School Board

Sansevere/Reineck to approve resolution relating to the termination and nonrenewal of the teaching contract of Cirissa Afonja a probationary teacher
Motion carried 7-0

Sansevere/Reineck to approve resolution relating to the termination and nonrenewal of the teaching contract of Mark Jacobs a probationary teacher
Motion carried 7-0

Sansevere/Reineck to approve resolution relating to the termination and nonrenewal of the teaching contract of Brittan Neiderhiser a probationary teacher
Motion carried 7-0

Sansevere/Reineck to approve resolution relating to the termination and nonrenewal of the teaching contract of Emily Heidelberger a probationary teacher
Motion carried 7-0

Sansevere/Reineck to approve resolution relating to the termination and nonrenewal of the teaching contract of Madeline Amon a probationary teacher
Motion carried 7-0

6. REPORTS

A. Annual Radon Report

John Heltunen, Director of Buildings and Grounds

Testing is not currently mandated by the state. Started this in 2009. Recommendation is to test each site every five years. We do this on a rotation. This year, tested Tatanka Elementary STEM School, Northwinds Elementary, Montrose Early Education Center and the PRIDE building with no Radon levels requiring action for mitigation.

B. New Policy 1st Reading - #715 Post Issuance Debt Compliance

Gary Kawlewski, Director of Finance and Operations

Policy ensures that all debt obligations follow applicable federal regulations. We currently follow all these procedures, but this puts it into policy.

7. COMMITTEE REPORTS

KO – United for Youth, Pork Chop Dinner

AB – SWMISD (tour September 21, 2021), Pork Chop Dinner

AL – 877 Foundation Pork Chop Dinner

BS – WTC, Pork Chop Dinner

MB – Pork Chop Dinner, BHS Musical

AR – Pork Chop Dinner, TESS Principal interviews, SEE

8. SUPERINTENDENT'S REPORT

Working with Stellis Health to provide COVID-19 vaccinations for high school students age 16+.

9. OTHER

Ogden/Sansevere to adjourn at 8:45 p.m.

Motion carried 7-0

Respectfully submitted,

Bob Sansevere, Clerk
ISD 877 Board of Education