

Buffalo-Hanover-Montrose Schools
School Board Meeting
Monday, September 23, 2024
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

MINUTES

1. CALL TO ORDER by Chair Melissa Brings at 7:00 pm AND ROLL CALL
Present: Amanda Lawrence, Bob Sansevere, Adam Bjorklund, Sheila Smude, Melissa Brings, Sue Lee
Absent: Matt Hoffman
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Approval of Agenda

Sansevere/Lee to approve
Motion carried 6-0

3. COMMUNICATIONS
 - A. Student Council Report
Lucas Lawrence, Student Council Representative to the BOE
Phone policy is a topic of conversation. Students are adjusting. Homecoming was very successful with great participation at many events.
 - B. Board Calendar Dates
 1. Monday, October 14, 2024 Board Workshop 4:30 pm NES
 2. Monday, October 28, 2024 Public Comment Session 6:30 pm DC Board Room
 3. Monday, October 28, 2024 School Board Meeting 7:00 pm DC Board Room
4. CONSENT AGENDA
 - A. Personnel
APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointments:
 1. Laura Ortega, part-time (.5 FTE) ELD Teacher at Tatanka Elementary STEM School and Northwinds Elementary, effective September 11, 2024. This assignment is contingent upon receipt of appropriate licensure.
 2. Sandra Holmquist, Special Education ESP at Buffalo Community Middle School, effective September 3, 2024. This is a replacement for Marlene Rudenick.
 3. Rose Fradella, Special Education ESP at Buffalo Community Middle School, effective September 3, 2024. This is a replacement for Jan Fournier.
 4. Fils Madiata Ndimba, Special Education ESP at Buffalo Community Middle School, effective September 3, 2024. This is a replacement for Colin Atkins.

5. Shayla Yanta, SEBS ESP at Tatanka Elementary STEM School, effective September 5, 2024. This is a replacement for Sunshine Hedlund.
6. Josephine Sanders, Special Education ESP at Parkside Elementary, effective September 3, 2024. This is a replacement for Jessica Rud.
7. Teresa Clifton, Special Education ESP at Parkside Elementary, effective September 3, 2024. This is a replacement for Timothy Snook.
8. Sahoy Moutton-Poulterer, Special Education ESP at Parkside Elementary, effective September 16, 2024. This is a replacement for Taylor Zachman.
9. Chloe Taber, Special Education ESP at Parkside Elementary, effective September 16, 2024. This is a replacement for Scout Pedersen.
10. Angela Wardak, Special Education ESP at Buffalo High School, effective September 17, 2024. This is a replacement for Jack Griffith.
11. Debra Krebs, ECFE Classroom Assistant, effective September 9, 2024. This is a replacement for Char Torgerson/Becky Brandon.
12. Cassandra Brady, Nutrition Services Aide at Northwinds Elementary, effective August 28, 2024. This is a replacement for Lena Anderson.
13. Jacqueline Harrison, part-time Custodian at Buffalo Community Middle School, effective September 17, 2024. This is a replacement for Randy Laney.
14. Patricia Slicer, KidKare Supervisor, effective August 26, 2024.
15. Sarah Mortensen, KidKare Supervisor, effective August 26, 2024.
16. Pam Melenich, KidKare Supervisor, effective August 26, 2024.
17. Ohnica Melenich, KidKare Supervisor, effective August 26, 2024.
18. Elizabeth Demgen, KidKare Supervisor, effective August 26, 2024.
19. Amber Hervey, KidKare Supervisor, effective August 26, 2024.
20. Bette Koepsell, KidKare Supervisor, effective August 26, 2024.
21. Jennifer Malmquist, KidKare Supervisor, effective August 26, 2024.
22. Lori Steinhibel, KidKare Supervisor, effective August 26, 2024.
23. Jillian Ebeling, KidKare Supervisor, effective August 26, 2024.
24. Taylor Zachman, KidKare Supervisor, effective September 9, 2024.
25. Madelyn Lindberg, KidKare Supervisor, effective August 26, 2024.
26. Abigail Torblaa, KidKare Assistant, effective August 26, 2024.
27. Amelia Pence, KidKare Assistant, effective August 26, 2024.
28. Jake Yost, KidKare Assistant, effective August 26, 2024.
29. Bailey Mishcke, KidKare Assistant, effective September 3, 2024.
30. Daniel Ross, KidKare Assistant, effective August 26, 2024.
31. Ana Miller, KidKare Assistant, effective August 26, 2024.
32. Eric Erlandson, Director of Community Education, effective October 1, 2024. This is a replacement for Kim Carlson.

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

1. Julie Kent, 1st Grade Teacher at Tatanka Elementary STEM School, retirement effective November 26, 2024.
2. Dana Brainerd, School Secretary at Hanover Elementary, retirement effective October 15, 2024.

3. Martha Koltres, long-term substitute 3rd Grade Teacher at Parkside Elementary, resignation effective September 11, 2024.
4. Melanie Ramos, ESP at Parkside Elementary, resignation effective September 5, 2024.
5. Rose Fradella, ESP at Buffalo Community Middle School, resignation effective September 4, 2024.
6. Beth Hartman, ESP at Parkside Elementary, resignation effective September 24, 2024.
7. Taylor Zachmann, ESP at Parkside Elementary, resignation effective September 5, 2024.
8. Scott Pedersen, Special Education ESP at Parkside Elementary, termination effective June 6, 2024.
9. Cynthia Blommer, ESP at Tatanka Elementary STEM School, resignation effective October 1, 2024.
10. Ryan Popken, KidKare Assistant, termination effective June 7, 2024.
11. Jennifer Erhard, AVID Tutor at Buffalo High School, termination effective June 4, 2024.
12. Dennis Schwecke, AVID Tutor at Buffalo High School, termination effective June 4, 2024.
13. Kaitlyn Wetzal, AVID Tutor at Buffalo High School and Buffalo Community Middle School, termination effective June 4, 2024.

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

1. Nate Hanson, Wright Choice Teacher at Buffalo High School, teach one additional section for the 2024-25 school year.
2. Sarah Magnuson, Special Education Teacher at Buffalo Community Middle School, teach one additional section for the first quarter, effective September 3, 2024 and ending November 4, 2024.
3. Makayla Bozoian, ELL Teacher, transfer from Montrose Elementary School of Innovation/Tatanka Elementary STEM School/Northwinds Elementary to Montrose Elementary School of Innovation/Discovery Elementary, effective August 26, 2024.
4. Jennifer Peternell, ECFE Classroom Assistant, decrease from 31.25 to 25 hours/week, effective August 26, 2024.
5. Angela McClelland, LLC ESP at Buffalo High School, increase from 31.25 to 35 hours/week, effective September 9, 2024.
6. Jacob Braun, Special Education ESP at Buffalo High School, increase from 30 to 31.25 hours/week, effective September 3, 2024.
7. Terri Schmidt, Special Education ESP at Buffalo High School, increase from 32.5 to 35 hours/week, effective September 3, 2024.
8. Vicki White, Special Education ESP at Buffalo High School, increase from 32.5 to 33.75 hours/week, effective September 3, 2024.
9. Leanne Miller, Special Education ESP at Buffalo High School, decrease from 32.5 to 31.25 hours/week, effective September 3, 2024.

10. Kimberly Lauman, KidKare Supervisor, decrease from 6 to 4.5 hours/week, effective September 3, 2024.
11. Karen Moline, KidKare Supervisor, increase from 8 to 12 hours/week, effective September 3, 2024.
12. Jayda Knutson, KidKare Supervisor, decrease from 10 to 4.5 hours/week, effective September 3, 2024.
13. Destiny Boll, Kidkare Assistant, decrease from 25 to 20 hours/week, effective September 3, 2024.
14. Olivia Flatten, KidKare Assistant, increase from 7.5 to 17.5 hours/week, effective September 3, 2024.
15. Samuel Lefstad, KidKare Assistant, increase from 12.5 to 15 hours/week, effective September 3, 2024
16. Mitchell Murphy, KidKare Assistant, increase from 22.5 to 26.25 hours/week, effective September 3, 2024.
17. Allyson Ross, KidKare Assistant, increase from 12.5 to 17.5 hours/week, effective September 3, 2024.

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

1. Samantha Schwarzkopf, Special Education ESP at Parkside Elementary, request for leave of absence, effective on or about October 12, 2024 and ending on or about November 22, 2024.
2. Kelly Davey, ECSE ESP, request for leave of absence, effective September 3, 2024 and ending November 1, 2024.
3. Theresa Schultz, ESP at Montrose Elementary School of Innovation, request for leave of absence effective October 2, 2024 and ending October 28, 2024.
4. Shelley Fadden, ESP at Discovery Elementary, date adjustment to leave of absence to ending September 6, 2024.

B. Check Disbursements

Payroll checks # 9000158906 through 9000160314, and 206677 through 206711 amounting to \$2,401,529.96. P-card disbursement checks 8000002926 to 0000000000, totaling \$.00. Bill-pay wires 810001987 through 8100002011. Employee reimbursement checks 9100005394 through 9100005449 and Accounts Payable checks 405799 through 406298 for the period of August 5, 2024 – September 20, 2024 as follows:

01	GENERAL FUND	2,328,389.88
02	FOOD SERVICE	176,694.15
04	COMMUNITY SERVICE	146,548.87
05	CAPITAL OUTLAY	302,845.30
06	NEW BUILDING	809,638.86
07	DEBT SERVICE	.00
09	ACTIVITY FUND	35,257.21
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	38,960.96
47	DEBT REDEMPTION	.00

51	<u>ACTIVITIES</u>	3,473.29
	TOTAL	\$4,035,985.52

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Aug 16 - Sept. 11) is as follows:

Date	Vendor & Purpose	Amount
08/16/24	Educators Benefit Consultants – Deferred Annuities	\$ 16,872.42
08/16/24	MN Dept. of Revenue – State Taxes	21,553.07
08/16/24	WEX – Flex/Health Insurance	1,641.72
08/20/24	Alerus	764.00
08/20/24	Delta Dental – Dental Insurance	11,451.93
08/20/24	MN Dept. of Revenue – Sales Taxes	59.00
08/20/24	WEX – Flex/Health Insurance	363.74
08/21/24	BCBS - Health Insurance	788,209.82
08/21/24	Delta Dental – Dental Insurance	3,066.27
08/21/24	WEX – Flex/Health Insurance	231.45
08/21/24	Xcel Energy – Utility	704.87
08/22/24	District #877 Employees – Employee Reimbursement	3,253.48
08/22/24	District #877 Employees – Employee Reimbursement	1,060.84
08/22/24	WEX – Flex/Health Insurance	1.15
08/23/24	IP Fees	2,788.80
08/23/24	WEX – Flex/Health Insurance	30.00
08/26/24	Delta Dental – Dental Insurance	18,077.80
08/26/24	WEX – Flex/Health Insurance	1,208.60
08/26/24	WEX – Payment	2,243.00
08/27/24	WEX – Flex/Health Insurance	3,270.75
08/29/24	WEX – Flex/Health Insurance	250.43
08/30/24	District #877 Employees – Employee Payroll	1,169,009.43
08/30/24	IRS USA Tax Pmt – Federal Taxes	382,926.73
08/30/24	WEX – Flex/Health Insurance	593.63
09/03/24	Delta Dental – Dental Insurance	9,331.93
09/03/24	MN Dept. of Revenue – State Taxes	65,216.43
09/03/24	MN Public Employees Retirement Association	38,843.40
09/03/24	MN Teachers Retirement Association	236,575.32
09/03/24	WEX – Flex/Health Insurance	9,605.81
09/03/24	Xcel Energy – Utility	85.96
09/04/24	District #877 Employees – Employee Reimbursement	2,907.07
09/04/24	Educators Benefit Consultants – Deferred Annuities	60,327.96
09/04/24	WEX – Flex/Health Insurance	2,706.76
09/05/24	BMO Corporate MasterCard – P-Card	262,035.53
09/05/24	WEX – Flex/Health Insurance	1,367.85
09/09/24	Delta Dental – Dental Insurance	8,552.51
09/10/24	FeePay - Communtiy Ed Fee	7,124.98
09/10/24	WEX – Flex/Health Insurance	246.77

09/11/24	FeePay - Community Ed Fee	<u>1,300.00</u>
	Total	\$ 3,135,861.21

D. Minutes - August 26, 2024 Regular Meeting

Sansevere, Smude to approve
 Motion carried 6-0

Director of Human Resources Evan Ronken introduced Eric Erlandson who will be the new Director of Community Education starting October 1, 2024. Eric is coming from Delano where he serves in the same role. Supt. Thielman commented that Eric comes with vast experience and the district is fortunate to have him join us.

5. ACTION ITEMS

A. Resolution Accepting Donations/Grants

Melissa Brings, Chair

Be it resolved that the School Board of Buffalo-Hanover-Montrose Schools, ISD #877, accepts with appreciation the contributions in the amount of \$42,742.84.

Lee/Lawrence to approve
 Motion carried 6-0

B. 2024 Payable 2025 Proposed Levy Certification

Ryan Tangen, Director of Finance and Operations

Asking the Board to approve the 2024 pay 2025 levy certification at the “maximum”. This allows for any revisions made by MDE to be included before the levy is sent to the county auditor’s office for use in preparing Truth in Taxation notices. Enrollment has decreased. Property market values have increased 16.16%. The tax rate on a \$300,000 home is projected at \$1016 which is \$91 less than last year. The Truth in Taxation hearing is scheduled to take place during the December 9th regular school board meeting.

Bjorklund/Lee to approve
 Motion carried 6-0

C. Revision – ECFE, School Readiness Preschool, ECSE Parent Handbook

Scott Thielman, Superintendent

Revision is to delete the language regarding photographs and videotaping by staff. This will now be handled under the Opt Out guidelines which are currently in place and included in all handbooks.

Smude/Lawrence to approve
 Motion carried 6-0

6. REPORTS

7. COMMITTEE REPORTS

AL – ESP Negotiations

BS – ESP Negotiations, NWSISD
AB – Admin negotiations
SS – Admin negotiations, Construction Committee

8. SUPERINTENDENT'S REPORT

Off to a great start of another school year. Continue to look at enrollment.

9. ADJOURN

Sansevere/Lawrence to adjourn at 7:31 pm
Motion carried 6-0

Respectfully submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education