

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

Monday, February 27, 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 p.m. AND ROLL CALL  
Present: Melissa Brings, Matt Hoffman, Amanda Lawrence, Adam Bjorklund, Sheila Smude, Sue Lee  
Absent: Bob Sansevere
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Approval of Agenda  
Hoffman/Lee to approve  
Motion carried 6-0
3. COMMUNICATIONS
  - A. Student Council Report, Erica Kyllonen, Representative to the BOE  
Winter sports are wrapping up. Planning for prom is starting.
  - B. Proud Of
    1. BHS One-Act Cast and Crew who participated in the State Competition. The Advisor is Tracy Hagstrom-Durant.
    2. Bridget Sturgeon, BCMS 8th Grader, who received the 2023 MN Educators of the Gifted and Talented Star of the North Award for outstanding accomplishment in academics, visual or performing arts or leadership.
    3. BHS Music Listening Team - Lily Cooper, Elle Keranen and Jocelyn Geib who qualified to participate in the State Competition.
    4. Melanie Olson, Quest Teacher at PES who received the Computer Science Teachers Association Teaching Excellence Award - A First for Minnesota Educators!
    5. ECFE Staff - Emily Pearson and Miranda Weber who were recognized for their work as Pyramid Model Demonstration Classrooms by the MN Department of Education for 2022-23. Staff recognized for their work in 2021-22 were Jen Robeck, Tina Jeske, Renee Kalinowski, Annette Rabusch and Dana Pearson.
  - C. Board Calendar Dates
    1. Monday, March 13, 2023 Board Workshop 4:30 pm PES
    2. Monday, March 27, 2023 Board Retreat 12:30 pm DC Board Room
    3. Monday, March 27, 2023 Public Comment Session 6:30 pm DC Board Room
    4. Monday, March 27, 2023 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 appointment.

1. Allan David, Deaf/Hard of Hearing Teacher, effective February 1, 2023. This is a replacement for Rebecca Schultz.
2. Mike Quady, part-time (.5) Elementary Specials at Parkside Elementary, effective January 31, 2023 and ending June 9, 2023.
3. Jeannette Tregaskis, part-time (.5) Special Education Teacher at Parkside Elementary, effective March 8, 2023 and ending June 9, 2023.
4. Pamela Ramsey, 4<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, effective February 2, 2023 and ending June 9, 2023. This is a replacement for Angela Murphy.
5. Austin Willey, English Teacher at Buffalo High School, effective February 9, 2023 and ending June 9, 2023. This appointment is contingent upon receipt of appropriate licensure.
6. Laura Ortega, ELD Teacher at Tatanka Elementary STEM School and Montrose Elementary School of Innovation, effective February 1, 2023.
7. David Jungers, long-term substitute 4<sup>th</sup> Grade Teacher at Parkside Elementary, effective on or about April 16, 2023 and ending June 9, 2023. This is a replacement for Sarah Haas.
8. Michaela Anderson, long-term substitute Science Teacher at Buffalo Community Middle School, effective April 24, 2023 and ending June 9, 2023. This assignment is contingent on receipt of appropriate licensure.
9. Kaitlyn Wetzel, AVID Tutor at Buffalo High School, effective February 13, 2023.
10. Jessica Kampschroer, AVID Tutor at Buffalo High School, effective February 6, 2023.
11. Imelda Randall, Special Education ESP at Tatanka Elementary STEM School, effective January 31, 2023. This is a replacement for Dara Baird.
12. Jane Forro, ESP at Tatanka Elementary STEM School, effective February 6, 2023. This is a replacement for Nicole Miller.
13. Melissa Harth, ESP at Parkside Elementary, effective February 6, 2023. This is a replacement for Mary Radkte.
14. Francine Wagaman, ESP at Montrose Elementary School of Innovation, effective February 21, 2023. This is a replacement for Angie Fritz.
15. Tamra Bjorklund, Health Office ESP at Hanover Elementary, effective February 13, 2023. This is a replacement for Tiffany Peterson.
16. Byron Tilus, Special Education Transportation ESP, effective February 6, 2023.
17. Amanda O'Rourke, ESP at Tatanka Elementary STEM School, effective February 28, 2023. This is a replacement for Yasmeeen Davis.
18. Jennifer Raisanen, Special Education ESP at Parkside Elementary, effective February 28, 2023.
19. Jesica Kidder, Nutrition Services Aide at Buffalo Community Middle School, effective February 6, 2023. This is a replacement for Liz Plath.
20. Aree Hicks, 2<sup>nd</sup> Shift Custodian at Parkside Elementary, effective February 21, 2023. This is a replacement for Miranda Jordan.

21. Barry Burdick, Head Engineer at Montrose Elementary School of Innovation, effective March 6, 2023. This is a replacement for Jack Strong.
22. Imelda Randall, KidKare Supervisor, effective January 31, 2023.
23. Francine Wagaman, KidKare Supervisor, effective February 21, 2023.
24. Melissa McDaniel, Benefits/Business Office Assistant, effective February 27, 2023. This is a replacement for Tonya Vega.

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

1. Bradford Robinson, Speech/Language Pathologist at Tatanka Elementary STEM School, retirement effective June 9, 2023.
2. Sharon Herzfeld, 4<sup>th</sup> Grade Teacher at Parkside Elementary, retirement effective June 9, 2023.
3. Angela Murphy, 4<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, retirement effective January 27, 2023.
4. Samantha Whitworth, AVID Tutor at Buffalo High School, resignation effective January 26, 2023.
5. Sarah Smith, ESP at Parkside Elementary, resignation effective February 3, 2023.
6. Tiffany Peterson, Health Office ESP at Hanover Elementary, resignation effective February 10, 2023.
7. James Lansing, Music Department ESP at Buffalo High School, resignation effective March 30, 2023.
8. Tammy Voigt, Custodian at Discovery Elementary, resignation effective February 17, 2023.

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

1. Kimberly Laumann, Special Education ESP at Tatanka Elementary STEM School, increase from 32.5 to 33.75 hours/week, effective September 6, 2022.
2. Colleen Williams, ECSE ESP at Hanover Elementary, increase from 16 to 22 hours/week, effective February 27, 2023.
3. Gloria Pageau, Special Education Transportation ESP, increase from 16.25 to 27.5 hours/week, effective January 18, 2023.
4. Sara Mart, Avid Tutor at Buffalo High School, additional assignment as Transportation ESP for 12.5 hours/week, effective February 6, 2023.
5. Fay Susa, Nutrition Services Manager at Hanover Elementary, increase from 37.5 to 38.75 hours/week, effective January 31, 2023.
6. Kati Dvorak, Nutrition Services Assistant at Hanover Elementary, increase from 32.5 to 33.75 hours/week, effective January 31, 2023.
7. Isiah DuBois, transfer from KidKare Assistant to Supervisor, effective February 16, 2023.
8. Jack Strong, transfer from Head Engineer at Montrose Elementary School of Innovation to District-Wide Head Grounds, effective March 6, 2023.

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

1. Kaia Grant, Secondary Curriculum Coordinator, request for leave of absence, effective March 24, 2023 and ending June 9, 2023.
2. Patricia Jorge, 1<sup>st</sup> Grade Teacher at Montrose Elementary School of Innovation, request for leave of absence, effective March 9, 2023 and ending April 24, 2023.
3. Joan Waldron, ESP at Northwinds Elementary, request for leave of absence, effective February 20, 2023 and ending May 19, 2023.
4. Theresa Schultz, ESP at Montrose Elementary School of Innovation, request for leave of absence effective February 27, 2023 and ending April 10, 2023.

**B. Check Disbursements**

Payroll checks # 9000126878 through 9000128669, and 206447 through 206450 amounting to \$2,478,237.88. P-card disbursement checks 8000002234 to 8000002303, totaling \$313,074.66. Bill-pay wires 810001497 through 8100001518. Employee reimbursement checks 9100004329 through 9100004392 and Accounts Payable checks 401341 through 401662 for the period of November 22, 2022 – February 23, 2023 as follows:

01	GENERAL FUND	4,282,755.65
02	FOOD SERVICE	423,918.25
04	COMMUNITY SERVICE	207,434.36
05	CAPITAL OUTLAY	117,357.35
06	NEW BUILDING	.00
07	DEBT SERVICE	4,125.00
09	ACTIVITY FUND	30,108.02
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	82,166.80
47	DEBT REDEMPTION	.00
51	ACTIVITIES	1,074.87
	<u>TOTAL</u>	<u>\$5,148,940.30</u>

**C. Electronic Fund Transfers**

A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 16 - Feb. 20) is as follows:

Date	Vendor & Purpose	Amount
01/17/23	MN Dept. of Revenue – State Taxes	\$ 58,857.86
01/17/23	Cash Management Service Fee - MSDLAF	34.49
01/17/23	WEX – Flex/Health Insurance	15,012.99
01/17/23	MN Dept. of Revenue - Garnishments/Child Support	430.94
01/17/23	Delta Dental – Dental Insurance	10,647.69
01/17/23	Educators Benefit Consultants – Deferred Annuities	56,978.21
01/18/23	WEX – Flex/Health Insurance	20,157.38
01/18/23	District #877 Employees – Employee Reimbursement	1,806.70
01/19/23	WEX – Flex/Health Insurance	2,425.27
01/20/23	Alerus	590.00
01/20/23	WEX – Flex/Health Insurance	2,333.07
01/23/23	BCBS - Health Insurance	760,514.25
01/23/23	Delta Dental – Dental Insurance	14,177.88
01/23/23	WEX – Flex/Health Insurance	659.39
01/24/23	Xcel Energy – Utility	722.54
01/24/23	WEX – Flex/Health Insurance	4,008.70
01/25/23	MN Dept. of Revenue – Sales Tax	1,241.00
01/25/23	WEX – Flex/Health Insurance Admin Fee	2,246.75

01/25/23	WEX – Flex/Health Insurance	899.23
01/26/23	WEX – Flex/Health Insurance	304.54
01/27/23	Bond Trust - \$3,855,000 2013 G.O. Bond	182,550.00
01/27/23	Bond Trust - \$7,980,000 2021 G.O. Bond	4,239,500.00
01/27/23	Bond Trust - \$9,635,000 2017 G.O. Bond	1,925,955.00
01/27/23	Bond Trust - \$32,620,000 2015 G.O. Bond	478,461.25
01/27/23	WEX – Flex/Health Insurance	1,158.02
01/30/23	MN Teachers Retirement Association	211,830.31
01/30/23	IRS USA Tax Pmt – Federal Taxes	382,394.69
01/30/23	Delta Dental – Dental Insurance	11,456.10
01/30/23	WEX – Flex/Health Insurance	364.89
01/30/23	District #877 Employees – Employee Payroll	1,203,785.67
01/31/23	MN Dept. of Revenue – State Taxes	62,646.98
01/31/23	WEX – Flex/Health Insurance	1,924.80
02/01/23	MN Public Employees Retirement Association	61,726.47
02/01/23	Educators Benefit Consultants – Deferred Annuities	58,059.46
02/01/23	MN Dept. of Revenue - Garnishments/Child Support	426.50
02/01/23	District #877 Employees – Employee Reimbursement	1,855.45
02/01/23	District #877 Employees – Employee Reimbursement	30.30
02/01/23	WEX – Flex/Health Insurance	2,475.98
02/02/23	Xcel Energy – Utility	67.04
02/02/23	WEX – Flex/Health Insurance	8,926.93
02/03/23	WEX – Flex/Health Insurance	677.76
02/06/23	Delta Dental – Dental Insurance	14,855.32
02/06/23	WEX – Flex/Health Insurance	12.61
02/07/23	BMO Corporate MasterCard – P-Card	174,001.53
02/07/23	WEX – Flex/Health Insurance	1,042.93
02/08/23	FeePay - Community Ed Fee	4,599.17
02/08/23	WEX – Flex/Health Insurance	53.19
02/09/23	FeePay - Community Ed Fee	1,450.00
02/09/23	WEX – Flex/Health Insurance	704.51
02/10/23	WEX – Flex/Health Insurance	1,663.91
02/13/23	Delta Dental – Dental Insurance	10,789.77
02/13/23	Delta Dental – Dental Insurance	2,297.71
02/13/23	WEX – Flex/Health Insurance	554.74
02/14/23	Cash Management Service Fee - MSDLAF	34.32
02/14/23	WEX – Flex/Health Insurance	2,251.44
02/15/23	District #877 Employees – Employee Reimbursement	2,522.49
02/15/23	MN Public Employees Retirement Association	67,997.94
02/15/23	IRS USA Tax Pmt – Federal Taxes	401,543.18
02/15/23	District #877 Employees – Employee Payroll	1,263,342.70
02/15/23	WEX – Flex/Health Insurance	262.99
02/16/23	MN Dept. of Revenue – State Taxes	65,220.30
02/16/23	Educators Benefit Consultants – Deferred Annuities	58,179.02
02/16/23	MN Dept. of Revenue - Garnishments/Child Support	426.50
02/16/23	WEX – Flex/Health Insurance	8,230.93
02/17/23	WEX – Flex/Health Insurance	1,185.87
	<b>Total</b>	<u>\$ 11,873,545.55</u>

D. Minutes - January 23, 2023 Regular Meeting

E. Donations/Grants totalling \$11,897.31

Lawrence/Hoffman to approve

Motion carried 6-0

## 5. ACTION ITEMS

A. 2023-2026 Achievement and Integration Plan, Pam Miller, Director of Teaching and Learning

The previous plan expires this year and the new plan will be in place for the next three years. The three goals include: reducing the gap between the number of free and reduced students who take CIS courses compared to those who do not qualify for free and reduced meals, increase access for students to AVID trained staff and reduction of proficiency gap between free and reduced students and those not

participating in the free and reduced program for all grades tested on all state reading accountability tests from 17.1% to 12% in 2026.

Lee/Smude to approve

Motion carried 6-0

B. 2023-24 BCMS New Courses, Pam Miller, Director of Teaching and Learning

Three new courses are proposed at BCMS and are related to College and Career Prep for grades 6, 7 and 8.

Smude/Lee to approve

Motion carried 6-0

C. Policy 606.2 Library Materials - Final Reading, Pam Miller, Director of Teaching and Learning

New policy that guides the selection of materials for school and building libraries.

Teachers will be asked to review their current materials as they are used along with using this policy as they purchase new library materials.

Lawrence/Hoffman to approve

Motion carried 6-0

D. Authorized Signers for Electronic Fund Transfers, Ryan Tangen, Director of Finance and Operations

Resolved, the following persons are authorized to make electronic fund transfers:

Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Michelle Dionne.

Bjorklund/Lee to approve

Motion carried 6-0

E. Authorized Signers for Official Depositories, Ryan Tangen, Director of Finance and Operations

Resolved the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows: Melissa Brings - Chairperson, Adam Bjorklund – Clerk, Amanda Lawrence – Treasurer; Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson and Michelle Dionne.

Smude/Hoffman to approve

Motion carried 6-0

F. Resolution - Discontinuance of Contracts, Evan Ronken, Director of Human Resources

Resolved that the following substitute 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: substitutes: Kevin Cerny, Jen Erickson, Doyle Johnson, Jaiden Russell, Kevin Scott, Sarah Lindblom (and license), Mary Linna, Michelle Bestland, and out-of-license; Kendra Durst, Kylee Zumach, Julie Kirkpatrick, Danielle Stein, Gregory Amundson, Leslie Anderson, Lisa Berg, Allison Brown, Tyler Bruder, Kristi Brundin, Erika Clifton,

Dana Fortier, Sarah LaPointe, Peyton Miller, Laura Ortega, Austin Willey, Judith Emerick

Lee/Hoffman to approve  
Motion carried 6-0

## 6. REPORTS

A. Preliminary Capital Outlay, John Heltunen, Director of Buildings and Grounds  
Requests were compiled through meetings with principals, head engineers and architects. LTFM requests were also identified. Boiler replacement at TESS and roof replacement at DES, asbestos abatement at PES and MESI, and reconstruction of southeast entrance at DES are some of the larger priced projects. The proposed budget for Capital Outlay is \$1,315,933.

B. American Indian Annual Compliance/Vote of Concurrence, Pam Miller, Director of Teaching and Learning  
Satisfaction with the district's programs to meet the needs of our American Indian students was approved by the District American Indian Parent Advisory Committee on January 24, 2023. Documentation will be submitted to MDE by March 1, 2023.

C. 2nd Semester Class Size Report, Anita Underberg, Adm. Assistant to Superintendent and Board of Education  
Average class sizes are currently very similar to the October Class Size Report.  
Elementary – 21.88, Middle School – 27.17, High School – 28.24

## 7. COMMITTEE REPORTS

MH – DCT&L

AL – SEE

MB – ESP Negotiations are going to mediation – Evan Ronken was asked to provide an update

## 8. SUPERINTENDENT'S REPORT

SEE – education funding, free school meals.

Testified via zoom for HF 1271 – operating levy equalization aid

Public Schools Week – Feb. 27-Mar. 3

Hoffman/Bjorklund to adjourn at 8:07 pm  
Motion carried 6-0

Respectfully submitted,

Adam Bjorklund, Clerk  
ISD 877 Board of Education