

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

**Monday, October 28, 2024
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM
Public Comment Session
6:30 PM**

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, Sue Lee

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Lee/Sansevere to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report

Lucas Lawrence, Student Council Representative to the BOE

End of fall sports and many had good seasons. Musical is coming up and concerts have started. Winter sports are starting.

B. Proud Of

1. Jayde Hallman and Julien Kariniemi who are semifinalists in the National Merit Scholarship program. Commended students are Dexter Huss, Daniel Jungwirth and Mackenzie Koren.

2. Natalie Flynn and Zia Wulff who were selected to the 2024 Girls Soccer All-State Team.

3. Steve Bratulich, 3rd Grade Teacher at Parkside Elementary; Colleen Manninen, Special Education Teacher at Hanover Elementary; Jill Post, Art Teacher at Buffalo Community Middle School and Ryan McCallum, English Teacher at Buffalo High School who were honored with the Leadership in Educational Excellence Award at the Resource Training and Solutions sponsored event.

C. Board Calendar Dates

1. Tuesday, November 12, 2024 - Board Workshop 4:30 pm BHS

2. Monday, November 25, 2024 Public Comment Session 6:30 pm DC Board Room

3. Monday, November 25, 2024 School Board Meeting 7 pm DC Board Room

D. Overnight Trip - Brainerd MN - BHS Student Council

4. CONSENT AGENDA

A. Personnel

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

1. Katelyn Veches, long-term substitute 2nd Grade Teacher at Parkside Elementary, effective October 2, 2024 and ending June 6, 2025. This is a replacement for Christy Merkl.
2. Julie Pearsall, 6th Grade Science Teacher at Buffalo Community Middle School, effective September 27, 2024. This is a replacement for Kerrie Johnson.
3. David Jungers, long-term substitute 3rd Grade Teacher at Parkside Elementary, effective September 13, 2024 and ending November 26, 2024. This is a replacement for Cyre Beaumont.
4. Sharon Herzfeld, long-term substitute Quest Grades 4/5 Teacher at Parkside Elementary, effective September 3, 2024 and ending December 13, 2024. This is a replacement for Michelle Wurm.
5. Jill Lubben, long-term substitute 2nd Grade Teacher at Northwinds Elementary, effective December 13, 2024 and ending March 27, 2025. This is a replacement for Sara Berning.
6. Marcia Wold, long-term substitute Special Education Teacher at Buffalo Community Middle School, effective November 25, 2024 and ending March 5, 2025. This is a replacement for Macy Stockamp.
7. Amy Kotish, AVID Tutor at Buffalo High School, effective October 1, 2024. This is a replacement for Jennifer Erhard.
8. Renee Wyffels, AVID Tutor at Buffalo High School, effective October 1, 2024. This is a replacement for Dennis Schwecke.
9. Stephanie Anderson, Special Education ESP at Buffalo High School, effective October 1, 2024.
10. Charles Aldrich, Music ESP at Buffalo High School, effective September 30, 2024. This is a replacement for Caitlin Hutchcraft.
11. Rebekah Cook, District-wide Health ESP, effective October 2, 2024. This is a replacement for Gracie Lusk.
12. Tristin Baker, AVID Tutor at Buffalo Community Middle School, effective October 7, 2024.
13. Beth Ristow, Special Education ESP at Buffalo Community Middle School, effective October 21, 2024. This is a replacement for Rose Flatela.
14. Tatiana De Oliveira, ECSE/Transportation ESP at Parkside Elementary, effective October 9, 2024. This is a replacement for Kim Freiberg.
15. Alyssa Larsen, ESP at Parkside Elementary, effective October 11, 2024. This is a replacement for Melanie Ramos.
16. Jenna LePage, Health Office ESP at Parkside Elementary, effective October 21, 2024. This is a replacement for Beth Hartman.
17. Ronda Bock, Special Education ESP at Tatanka Elementary STEM School, effective October 23, 2024. This is a replacement for Shayla Yanta.

18. Melinda Day, School Secretary at Hanover Elementary, effective October 21, 2024. This is a replacement for Dana Brainerd.
19. Austin Youngs, part-time Custodian at Northwinds Elementary, effective September 27, 2024. This is a replacement for Kenny Beise.
20. Mary Adams, Nutrition Services Assistant at Buffalo High School, effective October 31, 2024. This is a replacement for Jessica Pack.
21. Kelly Boyle, Nutrition Services Assistant at Buffalo High School, effective October 31, 2024. This is a replacement for Stephanie Anderson.
22. Rebecca Braith, KidKare Supervisor, effective October 2, 2024.

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

1. Cynthia Bloomer, ESP at Tatanka Elementary STEM School, resignation effective September 30, 2024.
2. Melinda Day, ESP at Hanover Elementary, resignation effective October 15, 2024.
3. Donna Doboszinski, ESP at Parkside Elementary, resignation effective November 8, 2024.
4. Stephanie Anderson, Nutrition Services Assistant at Buffalo High School, resignation effective September 30, 2024.
5. Shawn Huss, 2nd Shift Custodian at Buffalo Community Middle School, resignation effective October 2, 2024.
6. Jacqueline Harrison, part-time Custodian at Buffalo Community Middle School, resignation effective October 4, 2024.
7. Abigail Torblaa, KidKare Assistant, resignation effective November 15, 2024.
8. Bailey Mischke, KidKare Assistant, resignation effective November 1, 2024.
9. Angela Wardak, Special Education ESP at Buffalo High School, termination effective October 9, 2024.
10. Tiara Paulus, ECFE Secretary, resignation effective November 8, 2024.

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

1. Reese Wishart, Math and Learning Recovery Teacher at Buffalo High School, increase from .858 to .929 FTE, effective August 26, 2024.
2. Steve Bratulich, Teacher at Parkside Elementary, transfer from 5th Grade to 3rd Grade, effective August 26, 2024.
3. Sara Mart, ECSE ESP at Montrose Early Education Center, increase from 11 to 14 hours/week, effective September 9, 2024.
4. Samuel Muhlbauer, AVID Tutor at Buffalo Community Middle School, decrease from 4 to 1 hour/week, effective September 3, 2024.
5. Michael Honsey, AVID Tutor at Buffalo Community Middle School, decrease from 10 to 6 hours/week, effective September 3, 2024.
6. Jessica Kampschroer, AVID Tutor at Buffalo Community Middle School, decrease from 6 to 4 hours/week, effective September 3, 2024.

7. Margaret Beck, ESP, transfer from Northwinds to Hanover Elementary, effective October 28, 2024. This is a replacement for Melinda Day.
8. Kristine Simonson, Special Education ESP at Buffalo High School, increase from 30 to 35 hours/week, effective September 3, 2024.
9. Michelle Lancaster, Special Education ESP at Buffalo High School, increase from 30 to 31.25 hours/week, effective September 24, 2024.
10. Christie Mastey, Special Education ESP at Buffalo High School, increase from 37 to 40 hours/week, effective September 3, 2024.
11. Heidi Culshaw-Floer, Special Education ESP at Buffalo High School, increase from 32.5 to 35 hours/week, effective September 3, 2024.
12. Shayla Yanta, ESP at Tatanka Elementary STEM School, change from 6.5 hours/day as Special Education to .5 hours/day Special Education and 3 hours/day Media and 3 hours/day Supervisory/Instructional, effective October 23, 2024.
13. Pauline Thaemert, Special Education Transportation ESP, increase from 18.75 to 20 hours/week, effective September 3, 2024.
14. Byron Tilus, Special Education Transportation ESP, increase from 11 to 12.5 hours/week, effective September 3, 2024.
15. Jason Schatzley, transfer from District-wide Grounds to 2nd Shift Custodian at Hanover Elementary, effective October 7, 2024,
16. Chris Bytnar, Custodian, transfer from District-wide Grounds to 2nd Shift custodian at Buffalo Community Middle School, effective October 28, 2024. This is a replacement for Shawn Huss.
17. Bette Koepsell, KidKare Supervisor, decrease from 7.5 to 6 hours/week, effective September 25, 2024.

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

1. Cyre Beaumont, Quest Teacher at Parkside Elementary, request for leave of absence, effective August 26, 2024 and ending February 27, 2025.
2. Anastasia Nelson, 1st Grade Teacher at Tatanka Elementary STEM School, date adjustment to leave of absence to effective September 9, 2024.
3. Holly Paczkowski, Special Education Teacher at Montrose Elementary STEM School, request for leave of absence, effective December 9, 2024 and ending March 24, 2025.
4. Justine Lee, Special Education Teacher at Discovery Elementary, request for leave of absence, effective on or about February 11, 2025 and ending June 6, 2025.
5. Michelle Wurm, 2nd Grade Teacher at Parkside Elementary, request for leave of absence effective September 18, 2024 and ending December 13, 2024.
6. Theresa Schultz, ESP at Montrose Elementary School of Innovation, date adjustment to leave of absence to ending October 25, 2024.
7. Samantha Schwarzkopf, Special Education ESP at Parkside Elementary, request for leave of absence, effective on or about October 15, 2024 and ending January 10, 2025.
8. Kimberly Sonju-Zrust, Teacher at Northwinds Elementary, request for leave of absence, effective November 6, 2024 and ending January 2, 2025.

9. Amy Ernst, Director of Special Services, request for leave of absence, effective July 29, 2024 and ending August 28, 2024.

CONTRACT – Approve the following contracts:

1. 2024-26 Master Agreement between District #877 Administrators’ Association and the Board of Education of Independent School District #877, Buffalo MN
2. 2024-26 Master Contract between Buffalo-Hanover-Montrose Schools Independent School District #877 and School Nutrition Services Personnel.
3. READ Act MOU between Independent School District #877 and Education Minnesota, Local #1908, effective July 1, 2024 through June 30, 2025.

B. Check Disbursements

Payroll checks # 9000160315 through 9000162468, and 206712 through 206749 amounting to \$3,309,056.67. P-card disbursement checks 8000002926 to 0000002958, totaling \$262,635.53. Bill-pay wires 810002012 through 8100002043. Employee reimbursement checks 9100005450 through 9100005497 and Accounts Payable checks 406299 through 406653 for the period of September 3, 2024 – October 22, 2024 as follows:

01	GENERAL FUND	6,528,707.22
02	FOOD SERVICE	905,852.54
04	COMMUNITY SERVICE	281,721.72
05	CAPITAL OUTLAY	369,569.87
06	NEW BUILDING	252,652.20
07	DEBT SERVICE	.00
09	ACTIVITY FUND	23,118.06
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	68,732.04
47	DEBT REDEMPTION	.00
51	ACTIVITIES	.00
	<u>TOTAL</u>	<u>\$8,688,240.13</u>

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 12 - Oct. 21) is as follows:

Date	Vendor & Purpose	Amount
09/12/24	WEX – Flex/Health Insurance	\$ 233.80
09/13/24	MN Teachers Retirement Association	241,498.11
09/13/24	IRS USA Tax Pmt – Federal Taxes	399,771.69
09/13/24	District #877 Employees – Employee Payroll	1,216,658.85
09/16/24	WEX – Flex/Health Insurance	10,405.95
09/16/24	MN Public Employees Retirement Association	42,168.50
09/16/24	MN Dept. of Revenue – State Taxes	66,682.75
09/16/24	Educators Benefit Consultants – Deferred Annuities	61,420.96

09/16/24	Cash Management Service Fee	20.24
09/16/24	Delta Dental – Dental Insurance	6,867.35
09/17/24	WEX – Flex/Health Insurance	1,243.66
09/18/24	District #877 Employees – Employee Reimbursement	3,451.83
09/19/24	WEX – Flex/Health Insurance	748.22
09/20/24	Alerus	714.00
09/20/24	WEX – Flex/Health Insurance	199.00
09/20/24	Xcel Energy – Utility	757.61
09/23/24	BCBS - Health Insurance	820,627.32
09/23/24	WEX – Flex/Health Insurance	177.03
09/23/24	Delta Dental – Dental Insurance	11,402.72
09/24/24	WEX – Flex/Health Insurance	14.13
09/25/24	WEX – Payment	2,211.00
09/25/24	WEX – Flex/Health Insurance	64.87
09/26/24	WEX – Flex/Health Insurance	173.53
09/27/24	WEX – Flex/Health Insurance	527.71
09/30/24	District #877 Employees – Employee Payroll	1,350,363.73
09/30/24	Delta Dental – Dental Insurance	9,929.46
09/30/24	IRS USA Tax Pmt – Federal Taxes	421,541.80
10/01/24	MN Public Employees Retirement Association	73,102.43
10/01/24	MN Teachers Retirement Association	236,673.07
10/01/24	MN Dept. of Revenue – State Taxes	68,180.70
10/01/24	WEX – Flex/Health Insurance	883,612.60
10/02/24	eBay	(225.58)
10/02/24	Educators Benefit Consultants – Deferred Annuities	63,338.44
10/02/24	WEX – Flex/Health Insurance	671,566.54
10/03/24	Xcel Energy – Utility	79.74
10/03/24	WEX – Flex/Health Insurance	1,047.00
10/04/24	WEX – Flex/Health Insurance	24,997.49
10/07/24	Delta Dental – Dental Insurance	9,284.00
10/07/24	BMO Corporate MasterCard – P-Card	207,520.39
10/07/24	WEX – Flex/Health Insurance	40,241.56
10/08/24	FeePay - Community Ed Fee	5,354.22
10/08/24	WEX – Flex/Health Insurance	96.18
10/09/24	FeePay - Community Ed Fee	1,450.00
10/09/24	WEX – Flex/Health Insurance	661.34
10/10/24	District #877 Employees – Employee Reimbursement	1,116.32
10/10/24	WEX – Flex/Health Insurance	(2.00)
10/11/24	WEX – Flex/Health Insurance	1,041.65
10/15/24	Delta Dental – Dental Insurance	6,655.38
10/15/24	District #877 Employees – Employee Payroll	1,935,315.75
10/15/24	IRS USA Tax Pmt – Federal Taxes	582,482.15

10/15/24	Cash Management Service Fee	32.48
10/15/24	WEX – Flex/Health Insurance	69.90
10/16/24	MN Dept. of Revenue – State Taxes	71,978.10
10/16/24	MN Dept. of Revenue – State Taxes	19,702.30
10/16/24	MN Dept. of Revenue – State Taxes	255.81
10/16/24	MN Public Employees Retirement Association	82,996.23
10/16/24	MN Teachers Retirement Association	351,667.05
10/16/24	WEX – Flex/Health Insurance	19,059.24
10/17/24	Educators Benefit Consultants – Deferred Annuities	63,205.68
10/17/24	District #877 Employees – Employee Reimbursement	2,484.80
10/17/24	WEX – Flex/Health Insurance	238.43
10/21/24	Delta Dental – Dental Insurance	4,379.58
10/21/24	Alerus	748.00
10/21/24	MN Dept. of Revenue – Sales Taxes	994.00
10/21/24	WEX – Flex/Health Insurance	311.13
	Total	<u>\$ 10,101,587.92</u>

D. Minutes - September 23, 2024 Regular Meeting
Bjorklund/Lawrence to approve
Motion carried 7-0

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 \$19,562.44.

Hoffman/Lee to approve

Motion carried 7-0

B. MSHSL FORM A Resolution

Mark Mischke, BHS Principal

This resolution provides funds from the MSHSL to offset costs for students.

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts;

WHEREAS, the Governing Board of Buffalo-Hanover-Montrose Independent School District #877 recognizes the value of student participation in extracurricular activities; and

WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs.

THEREFORE, BE IT RESOLVED, that the Governing Board of Buffalo-Hanover-Montrose Independent School District #877 supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

Smude/Lawrence to approve

Motion carried 7-0

C. Revised 2024-25 School Board Meeting Calendar

Scott Thielman, Superintendent

The November workshop needs to be moved to Tuesday, November 12th due to Veterans Day falling on the second Monday of November.

Sansevere/ Bjorklund to approve

Motion carried 7-0

6. REPORTS

A. International Trip - Germany

Michele Strassburg, BHS World Languages Teacher

An 11-day trip is planned for June of 2025 for approximately 15 German students.

Tour includes stops in Germany, Austria and Switzerland. Cost is anticipated at \$4150 per student. There will be fundraising opportunities and a scholarship available through the travel company.

B. International Trip - Canada

Jason Swanson, BHS World Languages Teacher

A 4-day trip is being looked at with a direct flight into Montreal including two nights in Quebec, boat tour for whaling, waterfall and guided tour of Native American village and walking tour of Montreal. Cost is approximately \$2400 which includes the tour guide. This does not replace the exchange trip to France which takes place in the even years.

C. 2024-25 October 1st Enrollment

Anita Underberg, Admin. Assistant to Superintendent and BOE

The October 1, 2024 enrollment is set at 4957.2. The enrollment projection presented last fall was for a total of 5001 students for 2024-25. The October 1, 2023 enrollment was 5080.6 and ended at 5008.98 for the 2023-24 school year.

D. 2024-25 1st Semester Class Size Report

Anita Underberg, Admin. Assistant to Superintendent and BOE

Report includes class sizes for each grade at the elementary level and by each class in each department at the middle and high schools.

Average class sizes are:

K-5 = 22.8 (K-2 = 21.4) (3-5 = 24.3)

6-8 = 27.4

9-12 = 27.9

7. COMMITTEE REPORTS

BS – ESP Negotiations

AL – ESP Negotiations

AB – negotiations

SS – negotiations

8. SUPERINTENDENT'S REPORT

Working on the November enrollment projection and looking toward the legislative session which will provide the November forecast and start of the budget season. Making legislators aware the additional funding is still needed and that the cross subsidy for special education needs to be adjusted.

9. ADJOURN

Sansevere/Lawrence to adjourn at 7:38 pm
Motion carried 7-0

Respectfully submitted,

Adam Bjorklund, Clerk
ISD #877 Board of Education