

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

Monday, December 9, 2024  
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

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Sansevere/Lee to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report

Lucas Lawrence, Student Council Representative to the BOE

New trimester started. Busy time with music department and Connections

Concerts with BCMS 8<sup>th</sup> graders. Winter sports are busy. NHS is hosting a

Blood Drive. Public are welcome to participate. Toys for Tots competition at BHS.

B. Proud Of

1. BHS Unified Music students who performed at the American Choral Directors Association State Conference.

C. Board Calendar Dates

1. Tuesday, December 17, 2024 Retreat 1-3 pm DC Board Room

2. Monday, January 13, 2025 Special Meeting 4:30 pm PES

3. Monday, January 13, 2025 Board Workshop 4:40 pm PES

4. Monday, January 27, 2025 Public Comment Session 6:30 pm DC Board Room

5. Monday, January 27, 2025 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 appointment.

1. Connie Wrightsman, Benefits/Business Office Assistant, effective December 2, 2024. This is a replacement for Melissa McDaniel.

2. Destiny Fiveland, ESP at Parkside Elementary, effective December 9, 2024. This is a replacement for Donna Doboszanski.
3. Mason Davis, part-time Custodian at Buffalo Community Middle School, effective December 9, 2024. This is a replacement for Jackie Harrison.

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

1. Susan Van Lith, Nutrition Services Manager at Northwinds Elementary, retirement effective January 9, 2025.
2. Karen Jurmu, Special Education ESP at Northwinds Elementary, resignation effective November 25, 2024.
3. Patty Lammers, ECFE Teacher, retirement effective May 30, 2025.

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

1. Savannah Severance, Special Education ESP at Buffalo Community Middle School, increase from 6.5 to 7 hours/day, effective November 1, 2024.
2. Heidi Culshaw-Floer, Special Education ESP at Buffalo High School, decrease from 36 to 33.75 hours/week, effective November 19, 2024.
3. Brooke Wahlenberg, Custodian at Discovery Elementary, change from part-time to full-time, effective December 2, 2024.
4. Lindsay Wurm, Special Education Teacher at Buffalo High School, teach one additional section effective January 2, 2025 and ending February 25, 2025.
5. Kathryn Hyams, Special Education Teacher at Buffalo High School, teach one additional section effective January 2, 2025 and ending February 25, 2025.
6. Jennifer Johnson, Special Education Teacher at Buffalo High School, teach one additional section effective November 21, 2024 and ending February 12, 2025.
7. Carrie Schmitt, Special Education Teacher at Buffalo High School, teach one additional section effective November 21, 2024 and ending February 12, 2025.

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

1. Dena Christann Peavey, Custodian at Discovery Elementary, request for leave of absence, effective November 11, 2024 and ending January 31, 2025.
2. Sara Berning, 2<sup>nd</sup> Grade Teacher at Northwinds Elementary, date adjustment to effective December 2, 2024.
3. Trista Johnson, Special Education Teacher at Buffalo High School, date adjustments to effective November 21, 2024 and ending February 12, 2025.

CONTRACTS – Approve the following contracts:

1. 2024-2026 Labor Agreement between Independent School District 877 and Administrative Professional Employees, SEIU Local 284.
2. Community Education Coordinators – 2024-2026
3. Non-Affiliated Contracts – 2024-2026

B. Check Disbursements

Payroll checks # 9000164330 through 9000165322, and 206781 through 206786 amounting to \$1,545,746.42. P-card disbursement checks 8000002995 to 0000003031, totaling \$179,426.26. Bill-pay wires 810002065 through 8100002075. Employee reimbursement checks 9100005564 through 9100005580 and Accounts Payable checks 406887 through 406989 for the period of November 15, 2024 – December 4, 2024 as follows:

01	GENERAL FUND	1,373,501.73
02	FOOD SERVICE	98,230.86
04	COMMUNITY SERVICE	59,719.32
05	CAPITAL OUTLAY	40,158.91
06	NEW BUILDING	192,533.00
07	DEBT SERVICE	.00
09	ACTIVITY FUND	612.69
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	.00
47	DEBT REDEMPTION	.00
51	ACTIVITIES	.00
	TOTAL	\$1,764,756.51

C. Electronic Fund Transfers

*ELECTRONIC FUND TRANSFERS*

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov. 14 - Dec. 2) is as follows:

Date	Vendor & Purpose	Amount
11/15/24	Cash Management Service Fee	\$ 36.88
11/15/24	District #877 Employees – Employee Payroll	1,336,357.27
11/15/24	IRS USA Tax Pmt – Federal Taxes	422,676.58
11/15/24	MN Public Employees Retirement Association	71,529.76
11/15/24	MN Teachers Retirement Association	240,161.33
11/15/24	WEX – Flex/Health Insurance	6,037.48
11/18/24	Delta Dental – Dental Insurance	9,899.42
11/18/24	Educators Benefit Consultants – Deferred Annuities	62,829.19
11/18/24	MN Dept. of Revenue – State Taxes	69,648.78
11/18/24	WEX – Flex/Health Insurance	16,086.73
11/19/24	WEX – Flex/Health Insurance	515.39
11/20/24	Alerus	608.00
11/20/24	District #877 Employees – Employee Reimbursement	4,905.69
11/20/24	WEX – Flex/Health Insurance	166.19
11/20/24	Xcel Energy – Utility	620.44
11/21/24	BCBS - Health Insurance	929,794.51
11/21/24	Delta Dental – Dental Insurance	3,034.05
11/21/24	MN Dept. of Revenue – Sales Taxes	5,732.00

11/21/24	WEX – Flex/Health Insurance	159.00
11/25/24	Delta Dental – Dental Insurance	13,097.79
11/25/24	WEX – Flex/Health Insurance	968.89
11/25/24	WEX – Flex/Health Insurance Admin Fee	2,225.00
11/26/24	WEX – Flex/Health Insurance	437.49
11/27/24	WEX – Flex/Health Insurance	2,200.00
11/29/24	District #877 Employees – Employee Payroll	1,543,262.31
11/29/24	IRS USA Tax Pmt – Federal Taxes	488,294.41
11/29/24	MN Public Employees Retirement Association	84,747.48
11/29/24	MN Teachers Retirement Association	272,076.99
11/29/24	WEX – Flex/Health Insurance	2,166.30
12/02/24	Educators Benefit Consultants – Deferred Annuities	62,802.21
12/02/24	Xcel Energy – Utility	<u>50.63</u>
	Total	\$ 5,653,128.19

D. Minutes - November 25, 2024 Regular Meeting

Smude/Hoffman to approve

Motion carried 7-0

5. TRUTH IN TAXATION PRESENTATION

Ryan Tangen, Director of Finance and Operations

Public hearing includes a review of the budget and proposed tax levy for taxes payable in 2025 and then take public comments. 76.8% of the expenditures are for employee salaries and benefits. The levy total of \$22,332,374.52 is a 1.05% increase compared to the prior year's levy. A \$300,000 home has a decrease of \$18 in property taxes from 2024 to 2025.

Public Comment - none

6. ACTION ITEMS

A. Certify the 2024 Pay 2025 Levy

Ryan Tangen, Director of Finance and Operations

Lee/Bjorklund to approve the 2024 Payable 2025 tax levy in the amount of \$22,332,374.52.

Motion carried 7-0

B. 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 \$12,509.48.

Lawrence/Hoffman to approve

Motion carried 7-0

C. BHS Course Proposals

Scott Thielman, Superintendent

Modifications and new courses were presented at the November meeting. No changes have been suggested. Courses will only be offered if enough students sign up.

Smude/Lee to approve

Discussion: Great that two classes are unified classes

Motion carried 7-0

D. Policy Revisions

Scott Thielman, Superintendent

1. 516 - Student Medication and Telehealth – total policy revision from MSBA
2. 519 - Interview of Students by Outside Agencies – language and statute reference
3. 701 - Establishment and Adoption of School District Budget – use of reserve funds
4. 721 - Uniform Grant Guidance Policy - Federal Revenue – update uniform grant guidance equipment definition and small purchase procedure dollar amount along with addition of cyber security requirement.

Lawrence/Lee to approve

Discussion: most of the revisions are legislative in nature

Motion carried 7-0

7. REPORTS - none

8. COMMITTEE REPORTS

AL – AMSD

BS – WTC

SS – CTLC

Sue Lee and Melissa Brings – thankful for the opportunity to serve even through the difficult times through the 2008-09 budget cuts and then again through COVID.

Fortunate that our board members are serving with a servant heart. Every board member brings their talents to the board.

9. SUPERINTENDENT'S REPORT

Thanked Melissa and Sue for their unconditional service to the district and support for him. Appreciate their service to the students and honoring our mission that all students will have the opportunity to dream, believe and achieve.

10. ADJOURN

Lee/Brings to adjourn at 7:50 pm

Motion carried 7-0

Respectfully submitted,

Amanda Lawrence, Clerk  
ISD 877 Board of Education