

Buffalo-Hanover-Montrose Schools
School Board Meeting
Minutes

Monday, November 22, 2021
Regular Meeting
Board Room 214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

1. CALL TO ORDER by Chair Melissa Brings at 7:00 p.m. AND ROLL CALL

Present: Amanda Reineck, Adam Bjorklund, Sue Lee, Melissa Brings, Amanda Lawrence, Bob Sansevere, Ken Ogden

Absent: None

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Public Comment – Char VanBergen thanked the Board for recognizing the Educational Support Staff Award Honorees and for her nomination as ESP of the Year.

C. Approval of Agenda

Bjorklund/Sansevere to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Student Council Report, Erica Kyllonen, Student Representative – attended EMAS Region meeting and shared information on various topics. Held a food shelf drive last week and did bell ringing for the Salvation Army.

B. Proud Of

1. Char VanBergen, BCMS ESP, who has been selected as a finalist for Education Minnesota's 2021 Education Support Professional of the Year.

2. Anais Bersie, KidKare Supervisor at PES; Char VanBergen, ESP at BCMS; Dana Brainerd, Secretary at HES and Betty LaRoque, District Print Shop Operator who received the 2021 Educational Support Staff Award on behalf of Resource Training and Solutions.

C. Board Calendar Dates

1. Monday, December 13, 2021 Board Meeting 7:00 p.m. 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. Michelle Hiers, long-term substitute 3rd Grade Teacher at Hanover Elementary, effective October 18, 2021 and ending January 18, 2022. This is a replacement for Eileen Schmidt.
2. Nicole Dietman, long-term substitute Multi-Age Teacher at Discovery Elementary, effective on or about November 19, 2021 and ending on or about February 11, 2022. This is a replacement for Brittany Bauernschmitt. This appointment is contingent upon receipt of appropriate licensure.
3. Laura Ortega, long-term substitute Special Education Teacher at Buffalo Community Middle School and Buffalo High School, effective November 15, 2021 and ending December 22, 2021. This appointment is contingent upon receipt of appropriate licensure. This is a replacement for Lisa Jensen.
4. Vernetta Weese, long-term substitute Multi-Age Teacher at Discovery Elementary, effective on or about January 3, 2022 and ending on or about February 23, 2022.
5. Amanda Sheldon, Special Education ESP at Northwinds Elementary, effective November 2, 2021.
6. Sarah Schaar, ECSE ESP at Parkside Elementary, effective November 1, 2021. This is a replacement for Wesley Sanderson.
7. Karen Lengvel, Special Education ESP at Parkside Elementary, effective November 1, 2021. This is a replacement for Melissa Lee.
8. Windsong Brouelette, SEBS ESP at Northwinds and Discovery Elementary Schools, effective November 8, 2021.
9. Jessica Cruz-Alarcon, ELD/Instructional ESP at Buffalo Community Middle School, effective November 15, 2021.
10. Merissa Johnson, Nutrition Services Aide at Buffalo Community Middle School, effective November 16, 2021. This is a replacement for Sara Athom.
11. Courtney Wychgram, Nutrition Services Assistant at Buffalo High School, effective November 15, 2021.
12. David Larsen, Custodian at Buffalo High School, effective November 29, 2021. This is a replacement for Howard Refsland.
13. Sandra Erickson, ECFE Classroom Assistant, effective November 15, 2021. This is a replacement for Emily Burrell.
14. Victoria Swanson, KidKare Assistant, effective November 1, 2021.
15. Isiah DuBois, ECFE Assistant for 1.2 hours/day and KidKare Assistant for 6.5 hours/day, effective November 15, 2021.

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

1. Cheryl Philippi, Nutrition Services Lead Production at Buffalo Community Middle School, retirement effective October 29, 2021.
2. Patricia Hughes, Nutrition Services Assistant at Buffalo High School, retirement effective December 22, 2021.
3. Kimberly Schmidt, Nutrition Services Assistant at Northwinds Elementary, retirement effective November 18, 2021.
4. Angela McClelland, Nutrition Services Assistant at Tatanka Elementary STEM School, resignation effective November 30, 2021.
5. Guy Vaughn, Custodian at Parkside Elementary, retirement effective February 4, 2022.

6. Jacob Haarstad, English Teacher at Buffalo High School, resignation effective November 12, 2021.
7. Howard Refsland, Custodian at Buffalo High School, resignation effective November 8, 2021.
8. Andrew Willman, KidKare Aide, resignation effective October 29, 2021.

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

1. Troy Holland, Phy Ed Teacher at Buffalo High School, teach one additional section during Term 2, effective November 15, 2021 and ending January 28, 2022.
2. Tracy Lorenz, Science Teacher at Buffalo High School, teach one additional section during Term 2, effective November 15, 2021 and ending January 28, 2022.
3. Nick Ward, Science Teacher at Buffalo High School, teach one additional section during Term 2, effective November 15, 2021 and ending January 28, 2022.
4. Andrea Jonasson, FACS/REACH Teacher at Buffalo High School, teach 2 sections during Term 2, effective November 15, 2021 and ending January 28, 2022.
5. Erin Boettcher, ELD Teacher at Hanover Elementary and Tatanka Elementary STEM Schools, increase from .532 to 1.0 FTE with the additional assignment at Buffalo High School, effective November 1, 2021.
6. Lori Lipinski, ESP at Tatanka Elementary STEM School, increase from 5 to 6.25 hours/day, effective November 1, 2021.
7. Kimberly Laumann, ESP at Tatanka Elementary STEM School, increase from 5 to 6.5 hours/day with additional assignment for Special Education, effective November 1, 2021.
8. Amy Park, SEB ESP at Tatanka Elementary STEM School, increase from 30 to 32.5 hours/week, effective October 25, 2021.
9. Myrna Tjaden, transfer from ESP at Buffalo Community Middle School for 20 hours/week to Special Education ESP at Buffalo High School for 30 hours/week, effective November 1, 2021.
10. Nancy Allen, Nutrition Services Lead at Buffalo Community Middle School, decrease from 37.5 to 36.25 hours/week, effective November 15, 2021.
11. Steven Randall, change from 2nd Shift Custodian at Buffalo High School to temporary 2nd Shift Lead Custodian, effective November 1, 2021.

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

1. Brittany, Bauernschmitt, Multi-Age Teacher at Discovery Elementary, request for leave of absence, revise dates to be effective November 1, 2021 and ending January 21, 2022.
2. Tess Evens, Special Education Teacher at Buffalo High School, request for leave of absence, effective on or about April 11, 2022 and ending June 10, 2022.
3. Susan VanLith, Nutrition Services Manager at Northwinds Elementary, request for leave of absence, effective November 9, 2021 and ending December 22, 2021.
4. Amanda Gregoire, Special Education Teacher at Parkside Elementary, date revision to effective November 3, 2021 and ending January 25, 2022.
5. Rebecca Schultz, Deaf/Hard of Hearing Teacher, request for leave of absence effective October 29, 2021 and ending February 7, 2022.

6. Patrick Doyle, ESP at Montrose Elementary School of Innovation, request for leave of absence, effective November 3, 2021 and ending December 8, 2021.

B. Check Disbursements

Payroll checks # 900101589 through 900103301, and 206171 through 206201 amounting to \$2,283,950.09. P-card disbursement checks 8000001770 to 8000001804, totaling \$172,590.04. Bill-pay wires 810001155 through 8100001176. Employee reimbursement checks 9100003512 through 9100003554, and Accounts Payable checks 397730 through 397965 for the period of August 2, 2021 – November 19, 2021 as follows:

01	GENERAL FUND	3,459,854.58
02	FOOD SERVICE	204,109.82
04	COMMUNITY SERVICE	147,743.83
05	CAPITAL OUTLAY	188,882.95
06	NEW BUILDING	43,505.35
07	DEBT SERVICE	.00
09	ACTIVITY FUND	6,199.57
16	ALTERNATIVE FACILITIE	.00
45	POST EMP BENEFITS IRREV TRU	65,730.98
47	DEBT REDEMPTION	.00
51	ACTIVITIES	<u>2,885.00</u>
	TOTAL	\$4,118,912.08

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 15 - Nov. 9) is as follows:

Date	Vendor & Purpose	Amount
10/15/21	District #877 Employees – Employee Payroll	\$ 1,737,782.00
10/15/21	Chicago USA Tax Pmt – Federal Taxes	548,849.07
10/15/21	MN Teachers Retirement Association	115,505.28
10/15/21	MN Teachers Retirement Association	198,411.15
10/15/21	Cash Management Service Fee	29.72
10/15/21	Further – Flex/Health Insurance	(4,476.67)
10/18/21	MN Dept. of Revenue – State Taxes	86,903.03
10/18/21	MN Public Employees Retirement Association	71,063.97
10/18/21	Delta Dental – Dental Insurance	7,847.36
10/19/21	Xcel Energy – Utility	844.62
10/19/21	Further – Flex/Health Insurance	(3,384.00)
10/20/21	District #877 Employees – Employee Reimbursement	1,965.59
10/20/21	Educators Benefit Consultants – Deferred Annuities	41.67
10/20/21	Educators Benefit Consultants – Deferred Annuities	41.67
10/20/21	Educators Benefit Consultants – Deferred Annuities	61,250.99
10/20/21	Alerus	851.00

10/20/21	Further – Flex/Health Insurance	9,384.44
10/21/21	Delta Dental – Dental Insurance	2,415.28
10/21/21	MN Dept. of Revenue – State Taxes	5,265.00
10/21/21	BCBS - Health Insurance	1,513,174.68
10/22/21	Further – Flex/Health Insurance	21,429.13
10/25/21	Delta Dental – Dental Insurance	8,226.22
10/27/21	Xcel Energy – Utility	72.97
10/27/21	Further – Flex/Health Insurance	2,888.10
10/29/21	Chicago USA Tax Pmt – Federal Taxes	392,436.82
10/29/21	MN Public Employees Retirement Association	71,112.69
10/29/21	Further – Flex/Health Insurance	3,149.98
10/29/21	District #877 Employees – Employee Payroll	1,181,175.05
10/29/21	MN Teachers Retirement Association	199,668.81
11/01/21	MN Dept. of Revenue – State Taxes	62,889.61
11/01/21	Educators Benefit Consultants – Deferred Annuities	60,774.27
11/01/21	Delta Dental – Dental Insurance	10,493.74
11/01/21	MN Dept. of Revenue - Garnishments/Child Support	651.60
11/01/21	MN Dept. of Revenue - Garnishments/Child Support	394.20
11/02/21	Further – Flex/Health Insurance	11,189.02
11/03/21	Further – Flex/Health Insurance	3,731.65
11/03/21	District #877 Employees – Employee Reimbursement	1,145.57
11/05/21	BMO Corporate MasterCard – P-Card	172,590.04
11/08/21	Delta Dental – Dental Insurance	8,212.20
11/09/21	FeePay - Community Ed Fee	6,259.24
	Total	<u>\$ 6,572,256.76</u>

D. Minutes - October 25, 2021 Regular Meeting

E. Donations/Grants totaling \$23,831.41

Sansevere/Lee to approve

Motion carried 7-0

5. ACTION ITEMS

A. Buffalo High School Schedule Proposal, Pam Miller, Director of Teaching and Learning and Mark Mischke, BHS Principal

Information was presented at the workshop to change the block schedule at Buffalo High School to a five-period, trimester schedule. Now looking for approval from the board to move forward with planning for 2023-24. This will benefit our students and staff, provide lower class sizes, additional time for interventions and still many opportunities for student choices.

B. 2022-23 and 2023-24 School Calendars, Scott Thielman, Superintendent

Very traditional calendars with school starting after Labor Day, Spring Break week in April and balanced terms. The 2023-24 calendar reflects the change for BHS to the trimester schedule.

Lawrence/Reineck to approve

Motion carried 7-0

C. Substitute Pay Schedule, Evan Ronken, Director of Human Resources

Continue to experience difficulty getting substitute teachers. This change is to accelerate when a substitute can receive an increase in pay due to the number of days served.

Reineck/Lee to approve

Motion carried 7-0

D. Resolution Establishing Combined Polling Places, Anita Underberg, Admin. Asst. to Supt. and BOE

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS FOR ELECTIONS
NOT HELD ON THE DAY OF A STATEWIDE ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 877, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: Buffalo Covenant Church – Precinct 1

This combined polling place serves all territory in Independent School District No. 877, located in the City of Buffalo, Precincts 1, 2, 3 and 4 and the Townships of Buffalo, Chatham, Maple Lake, Monticello and Rockford in Wright County, Minnesota.

Combined Polling Place: Montrose Community Center – Precinct 2

This combined polling place serves all territory in Independent School District No. 877, located in the City of Montrose and the Townships of Franklin, Marysville and Woodland, in Wright County, Minnesota.

Combined Polling Place: Hanover City Hall – Precinct 3

This combined polling place serves all territory in Independent School District No. 877, located in the cities of Corcoran, Hanover, Greenfield and St. Michael and the City of Rogers, Precinct 2 in Wright and Hennepin Counties, Minnesota.

3. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

4. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to

each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

Sansevere/Bjorklund to approve

Motion carried 7-0

6. REPORTS

A. Census/Enrollment/Enrollment Projections/Enrollment Options, Ryan Tangen,
Director of Finance and Operations

Important topic since our funding is based on our enrollment. COVID has had a large impact on enrollment. Used official October 1st enrollment of 5280 for these projections. 1012 resident students attend schools other than BHM. Lose 667 students to open enrollment. Homeschool decreased from 449 to 343 students in 2021-22. Decrease in student enrollment takes place throughout the school year from October to May due to early graduation and PSEO enrollment. Kindergarten enrollment is the base for projecting enrollment. Building permits have increased in all communities. Projecting 5219 students for 2022-23.

Discussion: importance of building the ECFE program to keep students in BHM. Wondering if impact of failed referendums in neighboring districts will impact our enrollment.

7. COMMITTEE REPORTS

SL – SEAC, Teacher Negotiations

KO – Insurance Committee, attended the BHS play "Into the Woods"

AL – 877 Foundation, Quest Review

BS – NWSISD, Custodian Negotiations

MB – Teacher and Custodian Negotiations

8. SUPERINTENDENT'S REPORT

Working through the OSHA Emergency Temporary Standards requirements which is now before the 6th Circuit Court so planning is on hold.

9. OTHER

Ogden/Sansevere to adjourn at 8:15 p.m.

Respectfully submitted,

Bob Sansevere, Clerk
ISD 877 Board of Education