

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

Monday, January 23, 2023
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
Public Comment – 6:30 pm
Regular Meeting - 7:00 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

Absent: Sue Lee

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Approval of Agenda

Sansevere/Hoffman to approve
Motion carried 6-0

3. COMMUNICATIONS

- A. Student Council Report, Erica Kyllonen, Representative to the BOE
Finals week and first week of Winter Week. School is decorated. Dress up days, Food Drive taking place and Winter Dance this Saturday. Next week is RAVE week. Focus is human needs including everything from food and water to social and emotional needs.

B. Proud Of

- 1. BHS Seniors Matthew Scherber and Victoria Viteri, who were selected to receive the MSHSL AAA (Academics, Arts and Athletics) Award.
- 2. BCMS Students who collected and donated 633 pairs of socks for the Buffalo Rotary Adopt-A-Family Program
- 3. TESS students who collected food items and provided 171 holiday baskets for local families.
- 4. The BHS Fall Musical *Footloose* cast and crew who were selected to perform at the State Theatre in this spring's Spotlight Showcase.

C. Board Calendar Dates

- 1. Monday, February 13, 2023 4:30 pm Board Workshop BHS
- 2. Monday, February 27, 2023 6:30 pm Public Comment Session DC Board Room
- 3. Monday, February 27, 2023 7:00 p.m. Board Meeting 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. Nadine Broeffle Two-Rivers, Business Teacher at Buffalo High School, effective January 30, 2023. This is a replacement for Brenda Diekman. This appointment is contingent upon receipt of appropriate licensure.
2. Thomas Savoy, Math Teacher at Buffalo High School, effective January 30, 2023. This is a replacement for Jake Klingelhutz and Randy Stoick. This appointment is contingent upon receipt of appropriate licensure.
3. Kamyia Smith, AVID Tutor at Buffalo High School, effective December 19, 2022.
4. Samantha Whitworth, AVID Tutor at Buffalo High School, effective December 19, 2022.
5. Gracie Lusk, District-wide Health Office ESP, effective January 13, 2023. This is a replacement for Amy Steiner.
6. Nicole Carroll, ECFE Classroom Assistant, effective January 3, 2023. This is a replacement for Kendra Durgin.
7. Traci Birkholz, Nutrition Services Assistant at Tatanka Elementary STEM School, effective January 23, 2023. This is a replacement for Lisa Dohrmann.
8. David Wise, part-time Custodian at Buffalo Community Middle School, effective January 17, 2023. This is a replacement for Dan Lindholm
9. Nicole Carroll, KidKare Supervisor, effective January 3, 2023.
10. Emily Frost, KidKare Supervisor, effective January 16, 2023.
11. Leslie Hernandez, KidKare Assistant, effective January 17, 2023.
12. Michelle Dionne, District Bookkeeper/Payroll Assistant, effective January 18, 2023. This is a replacement for Tonya Vega.

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

1. Carlton Urdahl, Math Teacher at Buffalo High School, retirement effective June 9, 2023.
2. Lisa Jude, Special Education ESP at Parkside Elementary, retirement effective January 31, 2023.
3. Carlee Hinz, SEBS ESP at Tatanka Elementary STEM School, resignation effective January 31, 2023.
4. Barb McIntosh, Activities Secretary at Buffalo High School, retirement effective August 15, 2023.
5. Amber Hervey, KidKare Supervisor, resignation effective January 13, 2023.

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

1. CiAnn Jackson, Art Teacher at Buffalo High School, teach one additional section during Term 3, effective January 30, 2023 and ending March 31, 2023.

2. Kurt Konsela, Tech Ed Teacher at Buffalo High School, teach one additional section during Term 3, effective January 30, 2023 and ending March 31, 2023.
3. Joseph Barthel, return from temporary Head Engineer at Hanover Elementary to District-wide Grounds, effective December 22, 2022.
4. Karen Moline, KidKare Supervisor, decrease from 40 to 32.5 hours/week, effective January 17, 2023.
5. Angie McClelland, ESP at Buffalo High School, increase from 5.5 to 6.5 hours/day, effective January 17, 2023.
6. Barbara Billing-Smith, Nutrition Services Assistant at Tatanka Elementary STEM School, decrease from 36.25 to 30 hours/week, effective January 30, 2023.
7. Tonya Vega, transfer from District Benefits/Business Office Assistant to Counseling Secretary at Buffalo High School, effective January 23, 2023. This is a replacement for Kim Young.

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

1. Sarah Haas, 4th Grade Teacher at Parkside Elementary, request for leave of absence, effective on or about April 16, 2023 and ending June 9, 2023.
2. Leslie Anderson, Special Education Teacher at Buffalo High School, leave of absence date adjustment to ending February 10, 2023.
3. Linda Hoffmann, KidKare Supervisor, request for leave of absence, effective December 27, 2022 and ending February 15, 2023.

CONTRACTS - Approve the following contracts:

1. District and Community Education Individual Contracts for 2022-23 and 2023-24.

B. Check Disbursements

Payroll checks # 9000124190 through 9000126877, and 206436 through 206446 amounting to \$3,664,195.67. P-card disbursement checks 8000002199 to 8000002233, totaling \$199,039.19. Bill-pay wires 810001463 through 8100001496. Employee reimbursement checks 9100004224 through 9100004328 and Accounts Payable checks 401048 through 401340 for the period of November 7, 2022 – January 18, 2023 as follows:

| | | |
|----|-----------------------------|--------------|
| 01 | GENERAL FUND | 3,874,337.05 |
| 02 | FOOD SERVICE | 253,646.29 |
| 04 | COMMUNITY SERVICE | 130,337.19 |
| 05 | CAPITAL OUTLAY | 215,123.00 |
| 06 | NEW BUILDING | .00 |
| 07 | DEBT SERVICE | 475.00 |
| 09 | ACTIVITY FUND | 29,590.95 |
| 16 | ALTERNATIVE FACILITIE | .00 |
| 45 | POST EMP BENEFITS IRREV TRU | 272,249.73 |
| 47 | DEBT REDEMPTION | .00 |

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 6-Jan. 15) is as follows:

| Date | Vendor & Purpose | Amount |
|-------------|--|---------------|
| 12/06/22 | WES – Fles/Health Ins | 2,120.29 |
| 12/06/22 | BMO Corporate MasterCard – P-Card | 199,039.19 |
| 12/07/22 | eBay | (841.27) |
| 12/08/22 | WEX – Flex/Health Insurance | (855.35) |
| 12/08/22 | FeePay - Community Ed Fee | 6,162.95 |
| 12/08/22 | FeePay - Community Ed Fee | 1,450.00 |
| 12/09/22 | WEX – Flex/Health Insurance | 46.89 |
| 12/12/22 | WEX – Flex/Health Insurance | (968.00) |
| 12/12/22 | Delta Dental – Dental Insurance | 7,842.02 |
| 12/12/22 | Delta Dental – Dental Insurance | 2,955.70 |
| 12/13/22 | WEX – Flex/Health Insurance | 5,039.06 |
| 12/14/22 | Cash Management Service Fee - MSDLAF | 35.38 |
| 12/14/22 | WEX – Flex/Health Insurance | 55.00 |
| 12/14/22 | Cash Management Service Fee - MSDLAF | 35.38 |
| 12/15/22 | District #877 Employees – Employee Payroll | 1,254,604.82 |
| 12/15/22 | District #877 Employees – Employee Reimb | 215.81 |
| 12/15/22 | IRS USA Tax Pmt – Federal Taxes | 405,168.52 |
| 12/16/22 | MN Dept. of Revenue - Garnishments/Child Sup | 1,301.53 |
| 12/16/22 | MN Dept. of Revenue – State Taxes | 65,370.75 |
| 12/16/22 | WEX – Flex/Health Insurance | 8,505.15 |
| 12/16/22 | Educators Benefit Consultants – Deferred Annuities | 57,922.94 |
| 12/16/22 | MN Teachers Retirement Association | 216,806.58 |
| 12/19/22 | Delta Dental – Dental Insurance | 4,572.04 |
| 12/19/22 | WEX – Flex/Health Insurance | (448.00) |
| 12/19/22 | MN Public Employees Retirement Association | 67,045.18 |
| 12/19/22 | MN Public Employees Retirement Association | 1,195.19 |
| 12/20/22 | Alerus | 616.00 |
| 12/20/22 | Xcel Energy – Utility | 722.80 |
| 12/20/22 | WEX – Flex/Health Insurance | 5,329.82 |
| 12/20/22 | IRS USA Tax Pmt – Federal Taxes | 300.70 |
| 12/21/22 | BCBS - Health Insurance | 775,046.18 |
| 12/21/22 | Delta Dental – Dental Insurance | 2,685.51 |
| 12/21/22 | MN Dept. of Revenue – Sales Tax | 3,500.00 |
| 12/22/22 | District #877 Employees – Employee Reimb | 3,646.48 |
| 12/27/22 | WEX – Flex/Health Insurance Admin Fee | 2,241.25 |
| 12/28/22 | WEX – Flex/Health Insurance | 2,187.12 |
| 12/29/22 | Delta Dental – Dental Insurance | 13,738.31 |
| 12/29/22 | WEX – Flex/Health Insurance | 845.38 |

| | | |
|----------|--|------------------------|
| 12/30/22 | District #877 Employees – Employee Payroll | 1,287,528.03 |
| 12/30/22 | WEX – Flex/Health Insurance | 2,568.15 |
| 01/03/23 | Delta Dental – Dental Insurance | 9,744.55 |
| 01/03/23 | Xcel Energy – Utility | 64.05 |
| 01/03/23 | IRS USA Tax Pmt – Federal Taxes | 414,026.88 |
| 01/03/23 | MN Dept. of Revenue - Garnishments/Child Sup | 946.60 |
| 01/03/23 | MN Dept. of Revenue – State Taxes | 67,576.96 |
| 01/03/23 | WEX – Flex/Health Insurance | 9,046.85 |
| 01/04/23 | Educators Benefit Consultants – Deferred Annuities | 56,609.60 |
| 01/04/23 | MN Teachers Retirement Association | 216,494.70 |
| 01/04/23 | MN Teachers Retirement Association | 4,007.03 |
| 01/04/23 | MN Public Employees Retirement Association | 69,284.99 |
| 01/04/23 | MN Dept. of Revenue - Garnishments/Child Sup | 230.50 |
| 01/04/23 | eBay | (259.00) |
| 01/04/23 | WEX – Flex/Health Insurance | 11,647.49 |
| 01/05/23 | BMO Corporate MasterCard – P-Card | 139,073.13 |
| 01/05/23 | WEX – Flex/Health Insurance | 5,464.53 |
| 01/05/23 | District #877 Employees – Employee Reimb | 2,272.32 |
| 01/05/23 | District #877 Employees – Employee Reimb | 331.88 |
| 01/06/23 | WEX – Flex/Health Insurance | 526.84 |
| 01/09/23 | Delta Dental – Dental Insurance | 12,334.36 |
| 01/09/23 | WEX – Flex/Health Insurance | 1,285.08 |
| 01/10/23 | FeePay - Community Ed Fee | 4,790.25 |
| 01/10/23 | WEX – Flex/Health Insurance | 840.18 |
| 01/11/23 | FeePay - Community Ed Fee | 1,450.00 |
| 01/12/23 | WEX – Flex/Health Insurance | 219.08 |
| 01/13/23 | MN Teachers Retirement Association | 208,531.68 |
| 01/13/23 | IRS USA Tax Pmt – Federal Taxes | 360,098.88 |
| 01/13/23 | MN Public Employees Retirement Association | 51,583.33 |
| 01/13/23 | eBay | 43.70 |
| 01/13/23 | WEX – Flex/Health Insurance | 946.70 |
| 01/13/23 | District #877 Employees – Employee Payroll | 1,114,551.21 |
| | Total | <u>\$ 7,169,097.83</u> |

D. Minutes - December 12, 2022 Regular Meeting and January 9, 2023 Special Meeting
E. Donations/Grants total \$7300.05

Lawrence/Bjorklund to approve
Motion carried 6-0

5. ACTION ITEMS

A. Roof Replacement Discovery Center - Bid Award, John Heltunen, Director of Buildings and Grounds

Six bids were accepted on January 17, 2023 for replacing 2 sections of roof at Discovery. June 12–August 18, 2023 is project schedule.

Bjorklund/Sansevere to approve low bid from B&B Sheetmetal and Roofing for \$658,700 for roof replacement at Discovery Center.
Motion carried 6-0

B. Pay Equity Compliance Report, Evan Ronken, Director of Human Resources
Preliminary analysis shows the district should pass compliance areas of statistical analysis, salary range and exceptional service pay. Report is due by January 31, 2023 and will be submitted to Minnesota Management and Budget.

Smude/Hoffman to approve
Motion carried 6-0

C. 2023-24 Budget Assumptions, Ryan Tangen, Director of Finance and Operations
Budget assumptions have been determined for developing the 2023-24 budget.

- Enrollment projection based on the November 2022 enrollment report.
- General Education formula allowance increase of 3% or \$206 to \$7,069 in 2023-24 and 2% increase in 2024-25 and 1% for future years.
- \$750 per Adjusted Pupil Unit (APU) operating referendum approved in November 2019 through 2026.
- Special Education increases by 5% for all years.
- Special Education Cross Subsidy Aid increase from 6% to 25%.
- OPEB contributions continue in 2023-24.
- Maintain/exceed 2018-19 approved staffing ratios.
- Staffing maintained at current levels for 2023-24.
- Utilization of Federal Pandemic Relief Funds for 10 licensed FTEs.
- Continuation of 6.0 FTE for Class Size Reduction – includes marketing budget and social workers.
- Continuation of 6.0 FTE addition for Local Option Revenue funding.
- 1.0 FTE special education staffing contingency.
- 2.95 FTE Superintendent staffing contingency.
- Salary and benefit changes based on settlements in place and market conditions for non-settled contracts.
- Non-salary, non-benefit costs are estimated to increase by 0-5%.
- Continued cost containment initiatives such as joint purchasing agreements, energy use reduction, paper reduction, insurance contracts, and other operational efficiencies.
- QComp (PPD) continues for 2023-24 assuming revenues and expenditures are equal.

Lawrence/Sansevere to approve
Motion carried 6-0

6. REPORTS

A. Policy Review

1. Policy 606.2 Library Media and Classroom Library Materials Selection
Pam Miller, Director of Teaching and Learning

This is a new policy for the purpose of providing direction for selection of library media and classroom library materials. Policy has been created and reviewed by administrators and support staff.

7. COMMITTEE REPORTS

B Sansevere – NWSISD, WTC

A Lawrence - SEE

8. SUPERINTENDENT'S REPORT

AMSD and SEE update regarding Gov. Walz' education budget including increase on the formula of 4% and 2% for the next two years, addressing the Special Education funding deficit, EL funding deficit, providing universal meals and compensatory aid. Legislature won't finalize budget spending until the end of May. We are optimistic but remain realistic in planning our budget.

Sansevere/Smude to adjourn at 7:25 p.m.

Respectfully submitted

Adam Bjorklund, Clerk

ISD 877 Board of Education