

Buffalo-Hanover-Montrose Schools School Board Meeting

Monday, November 25, 2024
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
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, Sue 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
End of Trimester at BHS, Cheer Team qualified for the National Tournament.
Looking forward to the fall break. Hunchback of Nortre Dame was very successful.
Career Day took place last week which was a great opportunity for the students.
 - B. Proud Of
 1. Halle Nichols and Lexi Zheng, BHS Tatanka Yearbook Staff, who earned Gold Medals for Photo Illustration. The 2024 Tatanka Yearbook received 2nd Place Best of Show recognition.
 2. BHS Boys Cross Country - Dexter Huss, Wesley Wistrom, Jacob Macheel, Kumail Akram, Tristan Lenton, Logan Kolasa and Justin Woodruff, who qualified for the state tournament.
 3. BHS Girls Cross Country - Gabriella Broadhead and Cady Macheel who qualified for the state 5K race.
 4. Buffalo/Monticello/St. Michael-Albertville Coyotes Adapted Soccer Team who qualified for the State Tournament.
 5. BHS Girls Swim Team members who qualified for the State Tournament - Avery Lowe in the 100 butterfly and Emily Larson in the 100 breaststroke.
 6. BHS Orchestra Students who were chosen to participate in the Concordia College Honor String Orchestra - Isaac Gustafson, Lucy Anderson, Emmett Elletson, Mithcell Friesz, Ellette Gustafson, Kiran Zitzloff and Kaylee Anderson.

7. BHS Band students who were chosen to participate in the Winona State University Honor Band - A J Benzer, Erik Salhus, Pearl Haverkamp and Carter Robertson.
8. BHS Band students who were chosen to participate in the Wisconsin-Eau Claire Honor Band - Carlie DeLorenzo, Cayden Jacobs, Trenton Elletson, Cayden Kepke, Maggie Bertsch, Avy Weinhandl, Meg Reeves, Raya Chrissis and Lexi Burgess.
9. BHS Band students who were chosen to participate in the University of Minnesota - Duluth Honor Band - Jayde Hallman, Makayla Rademacher, Anna Wuollet, Olivia Kohls, Riley Johnson and Verne Wheeler.
10. Tammy Otten, ESP at BHS; Sue VanLith, Nutrition Services Food Manager at NES; Melissa Wycoff, Principal's Secretary at MESI and Tess Teichert, Administrative Assistant to the Director of Teaching and Learning, who were awarded the Educational Support Staff Award as sponsored by Resource Training and Solutions.
11. Sue Lee, BHM School Board member who was selected to receive the MSBA All State School Board award.
Congratulations and a standing ovation was given to Sue Lee for her 55 years of service to public education.

C. Board Calendar Dates

1. Monday, December 9, 2024 Public Comment Session 6:30 pm DC Board Room
2. Monday, December 9, 2024 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. Elise Lubben, long-term substitute Special Education Teacher at Discovery Elementary, effective on or about February 11, 2025 and ending June 6, 2025. This is a replacement for Justine Lee.
2. Ohnica Melenich, long-term substitute Special Education Teacher at Montrose Elementary School of Innovation, effective December 9, 2024 and ending March 24, 2025. This is a replacement for Holly Paczkowski.
3. Kelsey Short, long-term substitute Grade 3 Teacher at Parkside Elementary, effective December 2, 2024 and ending June 6, 2025. This is a replacement for Cyre Beaumont.
4. Karen Jurmu, Special Education ESP at Northwinds Elementary, effective November 18, 2024. This is a replacement for Sylvonna Elletson.
5. Jada Aalid, Special Education ESP at Buffalo High School, effective December 3, 2024. This is a replacement for Angela Wardak.
6. Janessa Cardinal, ECFE Classroom Assistant, effective November 18, 2024. This is a replacement for Danette Melsness.
7. Lynn Botts, ECFE Secretary, effective November 19, 2024. This is a replacement for Tiara Paulus.
8. Jessica St. Aubin, Nutrition Services Assistant at Tatanka Elementary STEM School, effective December 9, 2024. This is a replacement for Dianne Bell.
9. Caden Stuart, KidKare Assistant, effective November 4, 2024.
10. Fayrouz Sonbol, KidKare Assistant, effective October 28, 2024.
11. Krystin Willman, KidKare Supervisor, effective November 20, 2024.

12. Haily Drewes, KidKare Assistant, effective November 18, 2024.

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

1. Catherine Rose, Accounts Payable, retirement effective December 31, 2024.
2. Kirsten Voges, ECSE ESP, resignation effective December 20, 2024.
3. Dianne Bell, Nutrition Services Assistant at Tatanka Elementary STEM School, resignation effective November 7, 2024.
4. Jayda Knutson, Special Education ESP at Northwinds Elementary and KidKare Supervisor, resignation effective November 15, 2024.
5. Melissa McDaniel, Benefits/Business Office Assistant, resignation effective November 8, 2024.
6. Ohnica Melenich, KidKare Supervisor, resignation effective December 5, 2024.
7. Jillian Ebeling, KidKare Supervisor, resignation effective January 10, 2025.
8. Mary Adams, Nutrition Services Assistant at Buffalo High School, termination effective November 21, 2024.

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

1. Tracy Hulley, long-term substitute Special Education Teacher at Buffalo High School, extension of assignment to ending December 20, 2024. This is a replacement for Emily Schumacher.
2. Carrie Coss, Special Education ESP at Northwinds Elementary, Increase from 28.75 to 32.5 hours/week, effective November 18, 2024.
3. Dannette Melsness, Special Education/Transportation ESP at Northwinds Elementary, increase from 32.5 to 35 hours/week, effective September 3, 2024.
4. Michelle Whitworth, Special Education/Transportation ESP at Northwinds Elementary, increase from 32.5 to 37.5 hours/week, effective September 3, 2024.
5. Emma Groth, Special Education/Transportation ESP at Buffalo Community Middle School, increase from 32.5 to 35 hours/week, effective October 31, 2024.
6. Ann Brown, Nutrition Services Assistant at Northwinds Elementary, increase from 31.25 to 35 hours/week, effective November 5, 2024.
7. Patricia Darrow, Nutrition Services Manager at Northwinds Elementary, increase from 35 to 36.25 hours/week, effective November 5, 2024.
8. Cassandra Brady, Nutrition Services Assistant at Northwinds Elementary, increase from 23.75 to 25 hours/week, effective November 5, 2024.
9. Jason Schatzley, transfer from 2nd Shift Custodian at Hanover Elementary to District Wide Grounds/Custodian, effective November 4, 2024.

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

1. Michael Curry, Social Studies Teacher at Buffalo High School, request for leave of absence effective October 14, 2024 and ending November 8, 2024.

2. Laura Frakes, Science Teacher at Buffalo Community Middle School, request for leave of absence effective April 7, 2025 and ending June 6, 2025.
3. Kelsey Leonard, Math Teacher at Buffalo High School, request for leave of absence effective on or about April 30, 2025 and ending June 6, 2025.
4. Emily Schumacher, Special Education Teacher at Buffalo High School, date adjustment to leave of absence to effective November 18, 2024.
5. Mary Bolton, Music Teacher at Hanover Elementary, request for leave of absence effective January 14, 2025 and ending March 10, 2025.

B. Check Disbursements

Payroll checks # 9000162469 through 9000164329, and 206750 through 206780 amounting to \$2,768,062.53. P-card disbursement checks 8000002959 to 0000002994, totaling \$207,520.39. Bill-pay wires 810002044 through 8100002064. Employee reimbursement checks 9100005498 through 9100005563 and Accounts Payable checks 406654 through 406886 for the period of October 7, 2024 – November 20, 2024 as follows:

| | | |
|----|-----------------------------|-----------------|
| 01 | GENERAL FUND | 2,795,129.43 |
| 02 | FOOD SERVICE | 298,876.31 |
| 04 | COMMUNITY SERVICE | 128,589.71 |
| 05 | CAPITAL OUTLAY | 50,113.46 |
| 06 | NEW BUILDING | 235,204.27 |
| 07 | DEBT SERVICE | .00 |
| 09 | ACTIVITY FUND | 12,273.39 |
| 16 | ALTERNATIVE FACILITIES | .00 |
| 45 | POST EMP BENEFITS IRREV TRU | 38,128.83 |
| 47 | DEBT REDEMPTION | .00 |
| 51 | <u>ACTIVITIES</u> | <u>2,610.00</u> |
| | TOTAL | \$3,560,925.40 |

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct. 22 - Nov. 13) is as follows:

| Date | Vendor & Purpose | Amount |
|-------------|--|---------------|
| 10/22/24 | MN Dept. of Revenue – State Taxes | \$ 55.30 |
| 10/22/24 | MN Public Employees Retirement Association | 188.29 |
| 10/22/24 | Xcel Energy – Utility | 757.30 |
| 10/22/24 | BCBS - Health Insurance | 839,325.26 |
| 10/22/24 | Delta Dental – Dental Insurance | 2,964.24 |
| 10/22/24 | IRS USA Tax Pmt – Federal Taxes | 205.76 |
| 10/23/24 | WEX – Flex/Health Insurance | 84.88 |
| 10/24/24 | WEX – Flex/Health Insurance | 140.95 |
| 10/25/24 | WEX – Payment | 2,179.75 |
| 10/25/24 | WEX – Flex/Health Insurance | 252.43 |
| 10/28/24 | Delta Dental – Dental Insurance | 12,157.49 |

| | | |
|----------|--|-----------------|
| 10/28/24 | WEX – Flex/Health Insurance | 1,759.67 |
| 10/29/24 | WEX – Flex/Health Insurance | 338.37 |
| 10/30/24 | MN Teachers Retirement Association | 241,400.83 |
| 10/30/24 | MN Public Employees Retirement Association | 83,302.77 |
| 10/30/24 | District #877 Employees – Employee Reimbursement | 1,085.35 |
| 10/30/24 | IRS USA Tax Pmt – Federal Taxes | 450,251.40 |
| 10/30/24 | District #877 Employees – Employee Payroll | 1,417,826.51 |
| 10/30/24 | WEX – Flex/Health Insurance | 683.84 |
| 10/31/24 | MN Dept. of Revenue – State Taxes | 73,530.94 |
| 10/31/24 | Educators Benefit Consultants – Deferred Annuities | 63,825.03 |
| 10/31/24 | WEX – Flex/Health Insurance | 11,491.15 |
| 10/31/24 | MN Dept. of Revenue – Garnishments | 564.21 |
| 11/01/24 | Xcel Energy – Utility | 66.21 |
| 11/01/24 | WEX – Flex/Health Insurance | 375.95 |
| 11/04/24 | WEX – Flex/Health Insurance | 2,942.99 |
| 11/04/24 | Delta Dental – Dental Insurance | 10,139.04 |
| 11/05/24 | WEX – Flex/Health Insurance | 91.84 |
| 11/06/24 | WEX – Flex/Health Insurance | 4,000.01 |
| 11/06/24 | BMO Corporate MasterCard – P-Card | 179,426.26 |
| 11/06/24 | eBay | (827.77) |
| 11/07/24 | WEX – Flex/Health Insurance | 103.89 |
| 11/07/24 | BMO Corporate MasterCard – P-Card | 22.95 |
| 11/08/24 | WEX – Flex/Health Insurance | 3,510.60 |
| 11/08/24 | FeePay - Community Ed Fee | 5,569.00 |
| 11/12/24 | Delta Dental – Dental Insurance | 8,869.82 |
| 11/12/24 | WEX – Flex/Health Insurance | 884.20 |
| 11/12/24 | Delta Dental – Dental Insurance | 664.00 |
| 11/12/24 | FeePay - Community Ed Fee | 1,450.00 |
| 11/13/24 | WEX – Flex/Health Insurance | <u>284.72</u> |
| | Total | \$ 3,421,945.43 |

D. Minutes - October 28, 2024 Regular Meeting and November 12, 2024 Special Meeting

Lawrence/Lee 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 \$29,758.76.

Lee/Smude to approve

Motion carried 7-0

B. 2023-24 Audit

Ryan Tangen, Director of Finance and Operations
 Jackie Knowles from Bergan KDV presented the 2024 audit. Unmodified opinion is given to the District. No findings cited in the three report areas. General Fund revenues and expenditures per ADM served are lower than the state average. Food service fund has increased due to the state's free meals program. Community Service fund balance has also increased.

Bjorklund/Lawrence to approve

Motion carried 7-0

C. Resolution Approving Pershing LLC as an Official Depository and Ehlers Investment Partners LLC as Investment Advisor

Ryan Tangen, Director of Finance and Operations

BE IT RESOLVED, that Ehlers Investment Partners LLC is designated as Investment Advisor and Pershing LLC is designated for brokerage custody of investment accounts for the School District's investing and fiscal management purposes.

LET IT BE FURTHER RESOLVED, that Dr. Scott Thielman, Ryan Tangen, and Miranda Kramer are authorized to conduct business transactions with Pershing LLC and Ehlers Investment Partners on behalf of the School District.

Bjorklund/Sansevere to approve

Motion carried 6-0

(Matt Hoffman left the room)

D. Bid Award - Middle School Projects

Tim Helppi, Director of Buildings and Grounds

Bid is for secure entrance, administrative office relocation, student services renovation and mechanical system improvements at Buffalo Community Middle School Preston Eurlle with RA Morton presented the bid award. Public bid took place October 24, 2024. A total of 88 bids were received, covering 25 bid packages.

Sansevere/Lee to approve the lowest qualified bids for each of the 25 bid scopes as detailed below and the second lowest bidder for the soil correction bid, and reject all bids for alternates 1, 2, 3 and 5.

| | | | |
|----|------------------------|-----------|--|
| 3A | Cast-in-Place Concrete | \$127,200 | Ebert, Inc. dba Ebert Companies |
| 4A | Masonry | \$96,000 | Del's Construction Company, Inc. |
| 5A | Steel Supply | \$104,450 | Brown Hawk, LLC dba Northern Lights Steel Fabrication |
| 5B | Steel Erection | \$28,000 | Roden Iron, Inc. |
| 6A | Carpentry | \$225,000 | Yamry Construction, Inc. |
| 6B | Architectural Woodwork | \$74,679 | Woodside Industries, Inc. |
| 7A | Roofing | \$816,769 | John A. Dalsin & Son, Inc. |
| 7B | Joint Sealants | \$10,100 | Carciofini Company |
| 7C | Waterproofing | \$27,800 | Northstar Weatherproofing & Waterproofing, LLC |

| | | | |
|-----|--------------------------|-------------|---|
| 7D | Fireproofing | \$42,600 | Structural Applicators, Inc. |
| 8A | Doors, Frames & Hardware | \$167,615 | Mid Central Door |
| 8B | Aluminum Doors & Windows | \$221,000 | Northern Glass & Glazing, Inc. |
| 9A | Gypsum System | \$405,390 | RTL Construction, Inc. |
| 9B | Tilework | \$94,900 | MCI, Inc. dba Multiple Concepts Interiors |
| 9C | Acoustical Ceilings | \$250,585 | Minnesota Acoustics, Inc. |
| 9D | Flooring Covering | \$156,900 | MCI, Inc. dba Multiple Concepts Interiors |
| 9E | Terrazzo | \$54,000 | Terrazzo Designs, LLC |
| 9F | Painting | \$55,371 | High Performance Coatings, Inc. |
| 10A | Signage | \$38,245 | Scenic Sign Corp. |
| 12B | Window Treatments | \$13,435 | CE, LLC dba CE Contract |
| 21A | Fire Suppression | \$111,700 | Breth - Zenzen Fire Protection, LLC |
| 23A | Plumbing & HVAC Combo | \$6,272,000 | Thelen Heating & Roofing, Inc. |
| 26A | Electrical | \$781,700 | Cal-Tex Electric, Inc. |
| 31B | Helical Piers | \$25,720 | Atlas Foundation Company, LLC |

THESE BID SECTIONS ARE SUGGESTED TO BE APPROVED
CONTINGENT UPON THE LOW BIDDER, URBAN COMPANIES, LLC BID
WITHDRAWL OR BID REJECTION

| | | | |
|-----|------------|-----------|-----------------------------|
| 31A | Excavation | \$348,600 | Landwehr Construction, Inc. |
|-----|------------|-----------|-----------------------------|

Motion carried 7-0
(Matt Hoffman returned)

E. 2024-2025 Teacher Seniority List

Anita Underberg, Admin. Assistant to Superintendent and BOE

Annually, the teacher seniority lists (full-time, part-time and Title I) are updated to reflect the addition of continuing contract staff and deletion of retired staff, etc. The Seniority List has been posted for 20 days for review in all of the schools according to the teacher contract. All corrections and revisions have been made as appropriate.

Lee/Lawrence to approve

Motion carried 7-0

F. Resolution - Elected Officials

Scott Thielman, Superintendent

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

- Members of the School Board are not considered to be employees for purposes of the MGDPA, Minnesota Statutes chapter 13. Accordingly, data that the District maintains on School Board members are not considered "personnel data" under Minnesota Statutes section 13.43.

2. This Resolution does not impact the determination of whether School Board members are employees for purposes of other laws, including, but not limited to, any federal or state tax laws.

3. This Resolution only applies to whether data on School Board members are considered “personnel data” specifically for purposes of determining the classification of data under Minnesota Statutes section 13.43. This Resolution does not alter the classification of data that are protected from disclosure under any other statute or legal authority.

Lee/Hoffman to approve

Motion carried 7-0

6. REPORTS

A. Out-of-State Trip Request - BHS Music to New York

Scott Rabehl, BHS Instrumental Music Teacher

Working on creating a replacement schedule for some of the older instruments in the BHS and BCMS band departments. Trip takes place during the beginning of Spring Break 2025. Tour includes the Metropolitan Opera, Museum of Art and Broadway shows. Cost is currently at \$1700 and is being reduced to \$1450 per student due to the efforts of the Band Booster group. Will continue relationship with Performance Tours.

B. BHS New Course Proposals

Pam Miller, Director of Teaching and Learning

One course modification and six new courses are being presented for consideration. These have been approved by the building principal and department chairs and will be presented to the Community Teaching and Learning Council before presenting for approval at the December 9th school board meeting. The course modification is for the Ag Construction/Construction Trades Exploration class to be included in the Ag and Tech Ed portions of the class registration program. The six new classes being propose are: Intro to Construction, Debate, Fashion Design, Math for the Trades, Unified Companion Animal Science and Unified Stage Acting.

Discussion: Thankful for offering more classes in the trades along with Unified class opportunities.

C. Policy Review - #516 Student Medication and Telehealth

Scott Thielman, Superintendent

Policy title and legislative changes including MSBA recommended language. MSBA did a complete review of this policy. The revised MSBA policy was reviewed by all the school nurses. It was decided to adopt the revised MSBA policy with a few language additions. Karen Schultz, school nurse mentioned they are having some difficult with disposal of controlled substances – we cannot transport these items. These are usually prescriptions that are left at the end of the year and not picked up by the parents. This is a challenge for the nursing staff. Hope to work with the local law enforcement agencies to help with this.

D. 2025-26 Enrollment Projections

Ryan Tangen, Director of Finance and Operations

Reviewed last year's actual enrollment. Lost 72 students from October 1, 2023 to June of 2024. Nonpublic and homeschool counts have increased. Wright County births have increased which will affect the kindergarten enrollment in six years.

Projecting 4846 student enrollment for 2025-26. This is a 1.2% decrease from the 2024-25 revised projection.

Discussion: interested in the homeschool information since that is consistently increasing.

7. COMMITTEE REPORTS

AL – ESP negotiations

BS – ESP negotiations

AB – Administrative Assistants negotiations

SS – Administrative Assistants negotiations

8. SUPERINTENDENT'S REPORT

Watching for the November legislative forecast.

9. ADJOURN

Sansevere/Hoffman to adjourn at 8:27 pm

Motion carried 7-0

Respectfully submitted,

Adam Bjorklund, Clerk

ISD #877 Board of Education