

Buffalo-Hanover-Montrose Schools  
School Board Meeting  
Monday, June 23, 2025  
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 Bob Sansevere at 7:00 pm AND ROLL CALL

Present: Mike Honsey, Sheila Smude, Bob Sansevere, Amanda Lawrence, Matt Hoffman, Angie Greig

Absent: None

### 2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Smude/Greig to approve

Motion carried 7-0

### 3. COMMUNICATIONS

A. Proud Of

1. BHS Girls Track and Field members who qualified for the State Track Meet - Rose Lamberts in the 300-meter hurdles and 100-meter dash, Rose Lamberts, Hannah Braun, Kennedy Herrboldt and Miley Farniok in the 4x400 relay, Hannah Braun in the 800 run and Hannah Braun, Miley Farniok, Cady Macheel and Avery Larson in the 4x800 relay.

Rose Lamberts placed 5th in the 300 hurdles at the State Meet.

2. BHS Boys Track and Field members who qualified for the State Track and Field Meet: Jacob Macheel in the 800-meter run, Wesley Wistrom and Dexter Huss in the 3200 run, Dexter Huss in the 1600 run, Saul Rhodes and Jerome Thomas in the 100-meter dash, Ryan Babatz in shot put and Joel Benson in discuss.

Ryan Babatz earned 1st place in the State Shot Put event.

Joel Benson earned 3rd place in the Discuss event at the State Meet.

3. Scott Palmer who was named the Section 8AAA Boy's Track and Field Coach of the Year.

Dave Knutsen, who was named the Section 8AAA Boy's Track and Field Assistant Coach of the Year.

4. Harvey Ylitalo who qualified for the State Golf Meet.

5. Andrew Schmidt who qualified for the State Trap Shoot Tourney.

B. Board Calendar Dates

1. Monday, July 14, 2025 School Board Meeting 4:30 pm Board Room at DC

4. CONSENT AGENDA

A. Personnel

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

1. LaChelle Sandon, Special Education Teacher at Parkside Elementary, effective August 18, 2025. This is a replacement for Kari DeClerk.
2. Jayleigh Mateuszczyk, Social Studies Teacher at Buffalo Community Middle School, effective August 18, 2025. This is a replacement for Nicole Gmach.

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

1. Mary Radtke, ECSE ESP, retirement effective June 5, 2025.
2. Vicki White, ESP at Buffalo High School, retirement effective June 5, 2025.
3. Cassandra Olson, Special Education Teacher at Tatanka Elementary STEM School, resignation effective June 6, 2025.
4. Nicole Olesen, Special Education Teacher at Parkside Elementary, resignation effective June 6, 2025.
5. Alyssa Larsen, ESP at Parkside Elementary, resignation effective June 5, 2025.
6. YoungRan Yu, ESP at Parkside Elementary, resignation effective June 5, 2025.
7. Janice Skelly, KidKare Supervisor, resignation effective Jun 6, 2025.
8. Haily Drewes, KidKare Assistant, resignation effective June 6, 2025.
9. Josephine Sanders, Special Education ESP at Parkside Elementary, termination effective June 5, 2025.
10. Danette Melsness, Special Education ESP at Northwinds Elementary, termination effective June 5, 2025.
11. Tammie Cook, Special Education ESP at Parkside Elementary, termination effective June 5, 2025.
12. Sahoy Moulton-Poulterer, Instructional/Supervisory/Special Education ESP at Parkside Elementary, termination effective June 2, 2025.
13. Chloe Taber, Special Education ESP at Parkside Elementary, termination effective May 16, 2025.

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

1. Holly Paczkowski, Special Education Teacher at Montrose Elementary School of Innovation, decrease from 1.0 to .532 FTE, effective August 25, 2025.
2. Ashley Lostetter, transfer from FACS Teacher at Buffalo High School to TOSA PPD Coach, effective July 1, 2025. This is a replacement for Scott Palmer.
3. Joan Waldron, ESP at Northwinds Elementary, increase from 31.25 to 32.5 hours/week, effective September 2, 2025.

4. Anna Carlson, Special Education ESP at Northwinds Elementary, increase from 31.25 to 32.5 hours/week, effective September 2, 2025.
5. Amber Hervey, Special Education ESP at Montrose Elementary School of Innovation, increase from 31.25 to 32.5 hours/week, effective September 2, 2025.
6. Sarah Schaar, Special Education ESP at Montrose Elementary School of Innovation, increase from 31.25 to 32.5 hours/week, effective September 2, 2025.
7. Tamara Thiele, ESP at Montrose Elementary School of Innovation, increase from 30 to 32.5 hours/week, effective September 2, 2025.
8. Hannah Gatz, Special Education ESP at Parkside Elementary, increase from 32.5 to 37.5 hours/week, effective April 30, 2025.
9. Alexis Eitel, ECSE ESP at Parkside Elementary, increase from 27.5 to 31.25 hours/week, effective September 2, 2025.
10. Jennifer Malmquist, ESP at Hanover Elementary, increase from 30 to 32.5 hours/week, effective September 2, 2025.
11. Samantha Gutknecht, Special Education ESP at Hanover Elementary, decrease from 30.5 to 30 hours/week, effective September 2, 2025.
12. Zarie Smith, ECSE ESP at Tatanka Elementary STEM School, increase from 27.5 to 31.25 hours/week, effective September 2, 2025.

#### B. Check Disbursements

Payroll checks # 9000175453 through 9000177328, and 206854 through 206862 amounting to \$5,895,759.70. P-card disbursement checks 8000003209 to 8000003242, totaling \$166,051.52. Bill-pay wires 8100002233 through 8100002255. Employee reimbursement checks 9100005913 through 9100005951 and Accounts Payable checks 408436 through 408668 for the period of May 5, 2025 – June 18, 2025 as follows:

01	GENERAL FUND	3,845,765.13
02	FOOD SERVICE	240,679.56
04	COMMUNITY SERVICE	150,682.83
05	CAPITAL OUTLAY	79,150.28
06	NEW BUILDING	1,023,484.30
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	27,745.80
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	38,813.27
47	DEBT REDEMPTION	0.00
51	ACTIVITIES	0.00
	TOTAL	\$5,406,321.17

#### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of May. 16 - June 4) is as follows:

Date	Vendor & Purpose	Amount
05/16/25	Educators Benefit Consultants – Deferred Annuities	\$ 67,190.51
05/16/25	MN Dept. of Revenue – State Taxes	72,496.88
05/16/25	WEX – Flex/Health Insurance	13,923.24
05/16/25	MN Dept. of Revenue – State Taxes	21.60
05/19/25	Delta Dental – Dental Insurance	7,903.21
05/19/25	WEX – Flex/Health Insurance	921.29
05/20/25	Alerus	530.00
05/20/25	MN Dept. of Revenue – Sales Tax	1,620.00
05/20/25	WEX – Flex/Health Insurance	579.90
05/21/25	Delta Dental – Dental Insurance	3,001.83
05/21/25	BCBS - Health Insurance	843,786.14
05/21/25	WEX – Flex/Health Insurance	837.90
05/21/25	District #877 Employees – Employee Reimbursement	4,833.50
05/22/25	WEX – Flex/Health Insurance	81.26
05/23/25	Xcel Energy – Utility	473.25
05/23/25	WEX – Flex/Health Insurance	45.22
05/27/25	WEX – Payment	2,198.50
05/27/25	Delta Dental – Dental Insurance	7,563.99
05/27/25	WEX – Flex/Health Insurance	419.52
05/28/25	WEX – Flex/Health Insurance	1,333.97
05/29/25	WEX – Flex/Health Insurance	96.74
05/30/25	Xcel Energy – Utility	14.42
05/30/25	WEX – Flex/Health Insurance	920.32
05/30/25	MN Teachers Retirement Association	242,521.29
05/30/25	IRS USA Tax Pmt – Federal Taxes	448,484.10
05/30/25	District #877 Employees – Employee Payroll	1,427,957.04
05/30/25	MN Public Employees Retirement Association	84,162.34
05/30/25	IRS USA Tax Pmt – Federal Taxes	4,026.83
05/30/25	MN Teachers Retirement Association	3,085.50
06/02/25	WEX – Flex/Health Insurance	11,989.74
06/02/25	Delta Dental – Dental Insurance	14,489.05
06/02/25	Educators Benefit Consultants – Deferred Annuities	67,517.13
06/02/25	MN Dept. of Revenue – State Taxes	72,365.71
06/02/25	MN Dept. of Revenue – State Taxes	624.21
06/03/25	WEX – Flex/Health Insurance	1,189.12
06/04/25	WEX – Flex/Health Insurance	565.68
06/04/25	District #877 Employees – Employee Reimbursement	1,069.55
06/04/25	eBay	(358.93)
	<b>Total</b>	<b>\$ 3,410,481.55</b>

D. Minutes - May 27, 2025 Regular Meeting  
Lawrence/Honsey to approve  
Motion carried 7-0

## 5. ACTION ITEMS

### A. Resolution Accepting Donations/Grants

Bob Sansevere, Chair

THEREFORE, be it resolved that the School Board of Buffalo-Hanover-Montrose Schools, ISD #877, accepts with appreciation the contributions detailed on the attached document in the amount of \$23,242.19.

Hoffman/Honsey to approve

Motion carried 7-0

### B. Resolution Approving Trustee Appointment - Adam Bjorklund

Scott Thielman, Superintendent

#### RESOLUTION APPROVING TRUSTEE APPOINTMENT

**WHEREAS**, Adam Bjorklund has been appointed to serve as voting Trustee of the Minnesota School District Liquid Asset Fund Plus (the “Fund”) for a term expiring at the annual meeting to be held following the conclusion of the fiscal year of the Fund ending on June 30, 2027, and remaining in effect upon election for subsequent three-year terms; and

**WHEREAS**, Buffalo-Hanover-Montrose School District No. 877 supports this action on behalf of Adam Bjorklund:

**NOW, THEREFORE, BE IT RESOLVED** by the School Board of Independent School District No. 877 (Buffalo-Hanover-Montrose Public Schools), as follows;

Adam Bjorklund’s service as Trustee for MN District Liquid Asset Fund Plus is approved for a term expiring at the annual meeting to be held following the conclusion of the fiscal year of the Fund ending on June 30, 2027, and for any subsequent three-year terms following the election at the 2027 annual meeting.

Honsey/Lawrence to approve

Motion carried 7-0

### C. Resolution Certifying the Population Estimate for the 2025 Payable 2026 Levy of ISD 877

Eric Erlandson, Director of Community Education

State demographer now provides the population information for us. Has determined that there is an increase of the number of residents in our school district from 36,272 to 37,068. This is used to determine funding for Community Education programs.

#### RESOLUTION

CERTIFYING THE POPULATION ESTIMATE FOR THE 2025 PAYABLE  
2026 LEVY OF INDEPENDENT SCHOOL DISTRICT 877.

WHEREAS, the Independent School District #877 has experienced an increase in population from the 2020 census figure of 34,441 to the current census figure of 37,068 as determined by the State Demographer.

BE IT RESOLVED, by the School Board of Independent School District #877 that the census figure of 37,068 be certified to the State Demographer for approval of use in the 2025 payable 2026 revenue calculations.

Lawrence/Smude to approve  
Motion carried 7-0

D. 2025-26 Budget

Ryan Tangen, Director of Finance and Operations

Reviewed the information that was gathered and used to provide the budget for 2025-26. One piece of the revenue budget is student enrollment which has been decreasing over the past few years. Have moved back to the 2018-19 staffing ratios. Added 2.5 FTE for the high school online program. These positions were included in the secondary staffing allocation. Projecting budget to be at 10.84% of expenditures.

Greig/Honsey to approve  
Motion carried 7-0

E. 2025-26 School Board Calendar

Scott Thielman, Superintendent

Presented the schedule for the 2025-26 board workshops and meeting. Locations for the workshops are rotated among the school buildings.

Hoffman/Honsey to approve  
Motion carried 7-0

6. COMMITTEE REPORTS

SS – teacher negotiations

AL – NWSISD

BS – teacher negotiations

7. SUPERINTENDENT'S REPORT

Shared that the SWMISD director will attend the July board meeting.

Net effect of the state funding formula is actually 0% due to taking away/reducing funds in various areas. There is a new allowance to use LTFM for roofing. A new LTFM budget will be presented at the July meeting.

Drafting a new 2026-27 calendar due to the allowance to start school on September 1<sup>st</sup>, due to the late Labor Day. Also looking at the allowance to start school before September 1<sup>st</sup> if we have construction taking place.

8. ADJOURN at 7:40 pm

Lawrence/Smude to approve  
Motion carried 7-0

Respectfully submitted,

Amanda Lawrence, Clerk  
ISD #877 Board of Education