

Buffalo-Hanover-Montrose Schools
School Board Meeting

Monday, July 14, 2025
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
4:30 PM

MINUTES

1. CALL TO ORDER BY Chair Bob Sansevere at 4:30 pm AND ROLL CALL
Present: Mike Honsey, Adam Bjorklund, Bob Sansevere, Amanda Lawrence
Matt Hoffman arrived at 4:38 pm.

Absent: Sheila Smude, Angie Greig

2. PRELIMINARY ACTIONS

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

Lawrence/Honsey to approve
Motion carried 4-0

3. COMMUNICATIONS

- A. SouthWest Metro Intermediate School District - Superintendent Jeff Horton
- B. 2024-25 Donations Report
- C. Board Calendar Dates
 - 1. Monday, August 11, 2025 Board Workshop 4:30 pm Board Rm at DC
 - 2. Monday, August 25, 2025 Public Comment Session (If needed) 6:30 pm Board Room at DC
 - 3. Monday, August 25, 2025 Board Meeting 7:00 pm Board Room at DC
 - 4. Thursday, August 28, 2025 District Staff Welcome Back 12:30 pm BHS PAC

4. CONSENT AGENDA

A. Personnel

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

- 1. Tamra Jacobs, Special Education Teacher at Parkside Elementary, effective September 15, 2025. This is a replacement for Nicole Olesen.

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

- 1. Kara Radke, Special Education Teacher at Buffalo High School, resignation effective June 6, 2025.
- 2. Barbara Eckberg, ECSE Teacher, resignation effective June 6, 2025.

3. Amanda Isaacs, ECSE ESP, resignation effective June 5, 2025.
4. Sarah Mortensen, KidKare Supervisor, resignation effective June 30, 2025.

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

1. Laura Lundquist, School Psychologist at Buffalo Community Middle School, decrease from 10 to 5 additional days per school year, effective July 1, 2025.
2. Kristine Simonson, Special Education ESP at Buffalo High School, decrease from 35 to 30 hours/week, effective September 2, 2025.
3. Jamie Lemke, Special Education ESP at Discovery Elementary, increase from 15 to 23.75 hours/week, effective September 2, 2025.

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

1. Kris DeClerk-Thompson, Assistant Principal at Buffalo High School, date adjustment to request for leave of absence to ending July 4, 2025.

CONTRACTS – Approve the following contracts:

1. Cassidy Clifton, Bookkeeper/Payroll Assistant, 2025-26 contract.
2. Connie Wrightsman, Benefits/Business Office Assistant, 2025-26 contract.
3. READ Act MOU between Independent School District #877 and Education Minnesota, Local #1908, effective July 1, 2025 through June 30, 2026.

B. Check Disbursements

Payroll checks # 9000177329 through 9000177948, and 206863 through 206867 amounting to \$459,568.14. P-card disbursement checks 8000003243 to 8000003277, totaling \$147,548.65. Bill-pay wires 8100002256 through 8100002267. Employee reimbursement checks 9100005952 through 9100005986 and Accounts Payable checks 408669 through 408878 for the period of June 13, 2025 – July 7, 2025 as follows:

| | | |
|----|-----------------------------|----------------|
| 01 | GENERAL FUND | 4,263,304.55 |
| 02 | FOOD SERVICE | 53,999.51 |
| 04 | COMMUNITY SERVICE | 43,442.25 |
| 05 | CAPITAL OUTLAY | 162,427.12 |
| 06 | NEW BUILDING | 1,890,598.60 |
| 07 | DEBT SERVICE | 950.00 |
| 09 | ACTIVITY FUND | 18,368.93 |
| 16 | ALTERNATIVE FACILITIES | 0.00 |
| 45 | POST EMP BENEFITS IRREV TRU | 0.00 |
| 47 | DEBT REDEMPTION | 0.00 |
| 51 | ACTIVITIES | 302.47 |
| | TOTAL | \$6,433,393.43 |

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of June 5 - July 7) is as follows:

| Date | Vendor & Purpose | Amount |
|-------------|--|---------------|
| 06/05/25 | BMO Corporate MasterCard – P-Card | \$ 147,548.65 |
| 06/05/25 | WEX – Flex/Health Insurance | 880.97 |
| 06/06/25 | WEX – Flex/Health Insurance | 45.70 |
| 06/09/25 | WEX – Flex/Health Insurance | 500.68 |
| 06/09/25 | Delta Dental – Dental Insurance | 7,907.95 |
| 06/10/25 | WEX – Flex/Health Insurance | 136.87 |
| 06/10/25 | FeePay - Community Ed Fee | 8,201.80 |
| 06/11/25 | WEX – Flex/Health Insurance | 20.10 |
| 06/11/25 | FeePay - Community Ed Fee | 1,600.00 |
| 06/12/25 | WEX – Flex/Health Insurance | 2,129.84 |
| 06/13/25 | Cash Management Service Fee | 36.05 |
| 06/13/25 | District #877 Employees – Employee Payroll | 4,462,581.31 |
| 06/13/25 | IRS USA Tax Pmt – Federal Taxes | 1,448,104.08 |
| 06/13/25 | MN Public Employees Retirement Association | 82,086.69 |
| 06/13/25 | MN Teachers Retirement Association | 1,016,551.44 |
| 06/13/25 | WEX – Flex/Health Insurance | 1,208.28 |
| 06/16/25 | Delta Dental – Dental Insurance | 10,496.61 |
| 06/16/25 | WEX – Flex/Health Insurance | 47,083.53 |
| 06/16/25 | Educators Benefit Consultants – Deferred Annuities | 236,563.33 |
| 06/16/25 | MN Dept. of Revenue – State Taxes | 238,606.25 |
| 06/17/25 | WEX – Flex/Health Insurance | 1,804.83 |
| 06/18/25 | District #877 Employees – Employee Reimbursement | 1,807.93 |
| 06/20/25 | Alerus | 510.00 |
| 06/20/25 | MN Dept. of Revenue – Sales Taxes | 1,465.00 |
| 06/20/25 | WEX – Flex/Health Insurance | 570.67 |
| 06/23/25 | BCBS - Health Insurance | 847,612.58 |
| 06/23/25 | Delta Dental – Dental Insurance | 19,699.56 |
| 06/23/25 | WEX – Flex/Health Insurance | 753.35 |
| 06/23/25 | Xcel Energy – Utility | 626.91 |
| 06/24/25 | WEX – Flex/Health Insurance | 2,517.76 |
| 06/25/25 | WEX – Payment | 2,202.25 |
| 06/25/25 | WEX – Flex/Health Insurance | 541.71 |
| 06/26/25 | WEX – Flex/Health Insurance | 50.00 |
| 06/27/25 | WEX – Flex/Health Insurance | 283.06 |
| 06/30/25 | District #877 Employees – Employee Reimbursement | 5,679.95 |
| 06/30/25 | District #877 Employees – Employee Reimbursement | 359.94 |
| 06/30/25 | Delta Dental – Dental Insurance | 15,517.60 |
| 06/30/25 | MN Teachers Retirement Association | 31,085.08 |
| 06/30/25 | District #877 Employees – Employee Payroll | 455,246.44 |
| 06/30/25 | IRS USA Tax Pmt – Federal Taxes | 131,252.01 |
| 06/30/25 | MN Public Employees Retirement Association | 49,926.27 |
| 07/01/25 | IRS USA Tax Pmt – Federal Taxes | 548.15 |
| 07/01/25 | MN Public Employees Retirement Association | 472.59 |
| 07/01/25 | MN Dept. of Revenue – State Taxes | 20,061.65 |
| 07/01/25 | WEX – Flex/Health Insurance | 3,614.20 |
| 07/01/25 | Educators Benefit Consultants – Deferred Annuities | 18,957.98 |
| 07/01/25 | MN Dept. of Revenue – State Taxes | 59.88 |
| 07/02/25 | WEX – Flex/Health Insurance | 340.89 |

| | | |
|----------|-----------------------------|------------------------|
| 07/02/25 | Xcel Energy – Utility | 8.69 |
| 07/02/25 | eBay | (9.30) |
| 07/07/25 | WEX – Flex/Health Insurance | 217.33 |
| | Total | <u>\$ 9,326,075.09</u> |

D. Minutes - June 23, 2025 Regular Meeting

E. 2025-26 Annual Memberships

1. Minnesota School Boards Association (MSBA)
2. Minnesota State High School League (MSHSL)
3. Association of Metropolitan School Districts (AMSD)

Honsey/Bjorklund to approve

Motion carried 4-0

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 \$18,868.82.

Lawrence/Honsey to approve

Motion carried 4-0

B. 2025-26 Substitute Rates

Evan Ronken, Director of Finance and Operations

Adjustments to salaries for substitutes, casual and community Education Level I staff to compete with neighboring school districts and market conditions.

Honsey/Bjorklund to approve

Motion carried 4-0

C. Student Activities Report

Ryan Tangen, Director of Finance and Operations

Annually, this summary statement of student activity accounts must be presented to the school board for approval.

Bjorklund/Lawrence to approve

Motion carried 4-0

D. Resolution Adopting the FY 2027 Long-Term Facilities Maintenance 10-Year Plan

Ryan Tangen, Director of Finance and Operations

Plan was presented in April and now balances roofing projects throughout the 10-Year Plan. Legislation also provided new roofing authority.

SCHOOL BOARD RESOLUTION INDEPENDENT SCHOOL DISTRICT

**NO. 877 ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 27
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN**

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2021, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

Bjorklund/Honsey to approve
Motion carried 4-0

E. Health Insurance Carrier
Ryan Tangen, Director of Finance and Operations
Evan Ronken, Director of Human Resources

Required to go out for bids every two years. Received four bids, one of which was self-insured. Rates came in lower than anticipated. Health Partners bid is for 10%/12% increase over two years. Change from Blue Cross Blue Shield will happen on October 1st. Open enrollment will take place in September. Employees typically will only need to get a new insurance card.

Bjorklund/Lawrence to approve
Motion carried 4-0

F. Policy Review - Legislative Action

Scott Thielman, Superintendent

1. 414 - Mandated Reporting of Child Neglect of Physical or Sexual Abuse
2. 418 - Drug-Free Workplace/Drug-Free School
3. 501 - School Weapons Policy
4. 503 - Student Attendance
5. 514 - Bullying Prohibition
6. 515 - Protection and Privacy of Pupil Records
7. 516 - Student Medication and Telehealth
8. 516.5 - Overdose Medication
9. 534 - School Meals Policy
10. 613 - Graduation Requirements
11. 621 - Literacy and the Read Act
12. 707 - Transportation of Public School Students
13. 709 - Student Transportation Safety
14. 802 - Disposition of Obsolete Equipment and Material
15. 806 - Crisis Management

All revisions are due to legislative action during the 2025 session.

Hoffman/Lawrence to approve
Motion carried 5-0

G. 25-26 BOE Calendar Revision

There is a conflict with Parkside conferences being held on October 13 which was also scheduled as the Parkside Workshop presentation night. Parkside will be moved to February 9, 2025 and Tatanka Elementary STEM school will present at the October 13 workshop.

Honsey/Hoffman to approve
Motion carried 5-0

6. REPORTS

A. Out-of-State Trips

Gary Wirkus, BHS Ag Teacher

1. FFA to Indianapolis, IN
2. FFA to River Falls, WI
3. FFA to Madison, WI

BHS FFA Market team is competing at the national level in Indiana. Horse judging contest continues to take place at River Falls, WI. Trip to Madison is new and is for dairy judging contest at the World Dairy Expo.

Sunflowers have been planted in the Crop Plot on the west side of BHS. Will be open to the public and donations will be accepted. Flowers will be sold and leftovers used for birdseed. County Fair is next week and then will prepare for the State Fair.

B. New Policy - #612.1 Development of Parent and Family Engagement Policies for Title I Programs

Pam Miller, Director of Teaching and Learning

Required policy. All the practices mentioned are already in place in our district.

7. COMMITTEE REPORTS

AB – Insurance Committee

8. SUPERINTENDENT'S REPORT - none

Lawrence/Bjorklund to adjourn at 4:52 pm
Motion carried 5-0

Respectfully submitted,

Amanda Lawrence, Clerk
ISD #877