

Buffalo-Hanover-Montrose Schools  
School Board Meeting

Monday, January 27, 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, Adam Bjorklund, Sheila Smude, Bob Sansevere, Amanda Lawrence, Angie Greig, Matt Hoffman  
Absent: None
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Approval of Agenda  
Matt Hoffman/Lawrence to approve  
Motion carried 7-0
3. COMMUNICATIONS
  - A. Student Council Report  
Lucas Lawrence, Student Council Representative to the BOE  
Bison Showcase takes place this week which is a parent info night. Rave Week is the following week with activities each day.
  - B. Proud Of
    1. BHS Boys Swim and Dive Team who won the Section 8AA True Team meet.
    2. BHS Seniors Hope Bjornson and Mitchell Friesz who were named AAA award winners for excelling in Academics, Arts and Athletics.
    3. BHS Juniors Audyn Molesky and Aiden Herbst who were awarded the EXCEL award for EXcellence in Community, Education and Leadership.
    4. BHS Music Listening Team who will advance to the State Competition - Maggie Bertsch, Mitchell Nosbush and Vivian Grambart.
    5. BHS Band students who were featured in the University of Minnesota Honor Band - Jayde Hallman, Kiera McGorry and Ann Wuollet.
    6. Matt Hoffman, School Board Member who received MSBA's Leadership Development Certificate for completing the Learning to Lead Workshop Series.
  - C. Board Calendar Dates
    1. Monday, February 10, 2025 Board Workshop 4:30 pm TESS
    2. Monday, February 24, 2025 Public Comment 6:30 pm Board Room at DC
    3. Monday, February 24, 2025 Board Meeting 7 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. Julia Carlson, 6<sup>th</sup> Grade Science Teacher at Buffalo Community Middle School, effective January 20, 2025. This is a replacement for Julie Pearsall.
2. Sarah Uecker, Special Education ESP at Parkside Elementary, effective January 22, 2025. This is a replacement for Logan Baber.
3. Cole Dostal, ESP at Tatanka Elementary STEM School and KidKare Supervisor, effective January 16, 2025. The ESP appointment is a replacement for Shayla Yanta.
4. Jamie Pemble, KidKare Supervisor, effective January 13, 2025.
5. Grace Schumacher, School Secretary at Parkside Elementary, effective January 27, 2025. This is a replacement for Cheryl Kane.

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

1. Annette Rabusch, ECFE Teacher, retirement effective June 7, 2025.
2. Julie Pearsall, 6<sup>th</sup> Grade Science Teacher at Buffalo Community Middle School, resignation effective January 20, 2025.

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

1. Michelle Wurm, transfer from 2<sup>nd</sup> Grade to Quest Teacher at Parkside Elementary, effective December 16, 2024.
2. Natasha Leach, Work Based Learning Teacher at Buffalo High School, teach one additional class during 2<sup>nd</sup> Trimester, effective December 3, 2024 and ending March 7, 2025.
3. Jason Schatzley, transfer from district-wide Grounds to 2<sup>nd</sup> Shift Custodian at all schools, effective February 3, 2025 and ending March 30, 2025.
4. Pauline Thiemert, Special Education Transportation ESP, increase from 20 to 21.25 hours/week, effective November 1, 2024.

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

1. Dena Peavey, Custodian at Discovery Center, date adjustment to leave of absence to ending January 17, 2025.
2. Tanya Farnick, ESP at Montrose Elementary School of Innovation, request for leave of absence effective January 14, 2025 and ending March 27, 2025.

CONTRACTS – Approve the following contracts:

1. Eric Erlandson, Director of Community Education, correction to effective October 1, 2024 through June 30, 2026.
2. Paula Meister, Senior Technician, effective July 1, 2024 through June 30, 2026.
3. Brett Mackereth, Senior Technician, effective July 1, 2024 through June 30, 2026.
4. Marie Jacobs, Senior Technician, effective July 1, 2024 through June 30, 2026.

## B. Check Disbursements

Payroll checks # 9000165323 through 9000168087, and 206787 through 206807 amounting to \$4,010,685.37. P-card disbursement checks 8000003032 to 8000003067, totaling \$152,985.89. Bill-pay wires 810002076 through 8100002113. Employee reimbursement checks 9100005581 through 9100005666 and Accounts Payable checks 406990 through 407392 for the period of November 4, 2024 – January 23, 2025 as follows:

01	GENERAL FUND	6,327,275.57
02	FOOD SERVICE	405,244.26
04	COMMUNITY SERVICE	248,049.44
05	CAPITAL OUTLAY	255,767.88
06	NEW BUILDING	624,309.53
07	DEBT SERVICE	3,575.00
09	ACTIVITY FUND	56,642.63
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	68,038.16
47	DEBT REDEMPTION	1,343.78
51	ACTIVITIES	346.86
	<u>TOTAL</u>	<u>\$7,990,593.11</u>

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec 3 - Jan. 19) is as follows:

Date	Vendor & Purpose	Amount
12/03/24	WEX – Flex/Health Insurance	\$ 17,036.14
12/03/24	MN Dept. of Revenue – State Taxes	80,028.65
12/03/24	Delta Dental – Dental Insurance	11,569.75
12/04/24	eBay	(1,415.77)
12/05/24	BMO Corporate MasterCard – P-Card	152,985.89
12/05/24	WEX – Flex/Health Insurance	482.49
12/05/24	District #877 Employees – Employee Reimbursement	1,493.49
12/06/24	WEX – Flex/Health Insurance	416.66
12/09/24	Delta Dental – Dental Insurance	7,684.40
12/10/24	WEX – Flex/Health Insurance	273.52
12/10/24	FeePay - Community Ed Fee	6,712.63
12/11/24	FeePay - Community Ed Fee	1,450.00
12/12/24	WEX – Flex/Health Insurance	1,054.72
12/13/24	District #877 Employees – Employee Payroll	1,328,542.77
12/13/24	IRS USA Tax Pmt – Federal Taxes	420,882.22
12/13/24	MN Teachers Retirement Association	238,889.32
12/13/24	MN Public Employees Retirement Association	72,183.34
12/16/24	Cash Management Service Fee - MSDLAF	29.62
12/16/24	WEX – Flex/Health Insurance	15,618.30

12/16/24	Delta Dental – Dental Insurance	12,424.92
12/16/24	Educators Benefit Consultants – Deferred Annuities	62,712.24
12/16/24	MN Dept. of Revenue – State Taxes	68,122.68
12/17/24	WEX – Flex/Health Insurance	84.00
12/18/24	WEX – Flex/Health Insurance	891.36
12/19/24	District #877 Employees – Employee Reimbursement	2,700.50
12/20/24	MN Dept. of Revenue – Sales Tax	3,885.00
12/20/24	WEX – Flex/Health Insurance	(34.71)
12/20/24	Alerus	556.00
12/20/24	IRS USA Tax Pmt – Federal Taxes	122.10
12/20/24	Xcel Energy – Utility	577.45
12/23/24	BCBS - Health Insurance	850,829.81
12/23/24	WEX – Flex/Health Insurance	63.02
12/23/24	Delta Dental – Dental Insurance	13,532.60
12/23/24	MN Public Employees Retirement Association	155.83
12/23/24	MN Dept. of Revenue – State Taxes	13.35
12/24/24	WEX – Flex/Health Insurance	3,418.98
12/26/24	WEX – Flex/Health Insurance Admin Fee	2,231.25
12/26/24	WEX – Flex/Health Insurance	35.86
12/27/24	WEX – Flex/Health Insurance	(1,719.59)
12/30/24	District #877 Employees – Employee Payroll	1,373,442.82
12/30/24	Delta Dental – Dental Insurance	10,543.14
12/30/24	MN Public Employees Retirement Association	77,297.08
12/30/24	IRS USA Tax Pmt – Federal Taxes	434,433.40
12/30/24	IRS USA Tax Pmt – Federal Taxes	35.96
12/30/24	MN Teachers Retirement Association	241,354.56
12/31/24	Educators Benefit Consultants – Deferred Annuities	61,327.44
12/31/24	MN Dept. of Revenue – State Taxes	70,895.67
12/31/24	WEX – Flex/Health Insurance	14,561.21
01/02/25	Xcel Energy – Utility	52.08
01/02/25	District #877 Employees – Employee Reimbursement	1,420.42
01/02/25	WEX – Flex/Health Insurance	118.89
01/03/25	WEX – Flex/Health Insurance	1,177.90
01/06/25	Delta Dental – Dental Insurance	10,556.06
01/06/25	MidAmerica - HRA	327,466.34
01/06/25	MidAmerica - Special Pay Plan	44,899.64
01/07/25	BMO Corporate MasterCard – P-Card	109,118.31
01/07/25	WEX – Flex/Health Insurance	8,829.49
01/08/25	eBay	(549.72)
01/08/25	FeePay - Community Ed Fee	4,587.70
01/08/25	WEX – Flex/Health Insurance	3,215.56
01/09/25	FeePay - Community Ed Fee	1,300.00
01/09/25	WEX – Flex/Health Insurance	5,480.69
01/10/25	WEX – Flex/Health Insurance	144.81
01/13/25	Delta Dental – Dental Insurance	8,924.16

01/13/25	Delta Dental – Dental Insurance	2,561.40
01/13/25	WEX – Flex/Health Insurance	4,157.24
01/14/25	WEX – Flex/Health Insurance	2,981.24
01/15/25	Cash Management Service Fee - MSDLAF	35.74
01/15/25	MN Public Employees Retirement Association	64,145.98
01/15/25	IRS USA Tax Pmt – Federal Taxes	402,216.35
01/15/25	MN Teachers Retirement Association	236,798.07
01/15/25	District #877 Employees – Employee Reimbursement	4,375.76
01/15/25	MN Public Employees Retirement Association	6,242.23
01/15/25	IRS USA Tax Pmt – Federal Taxes	9,087.15
01/15/25	District #877 Employees – Employee Payroll	1,299,576.02
01/15/25	WEX – Flex/Health Insurance	545.41
01/16/25	MN Dept. of Revenue – State Taxes	66,238.87
01/16/25	Educators Benefit Consultants – Deferred Annuities	64,579.34
01/16/25	WEX – Flex/Health Insurance	11,656.17
01/17/25	WEX – Flex/Health Insurance	7,633.21
	Total	\$ 8,369,984.58

D. Minutes - December 9, 2025 Regular Meeting and January 13, 2025 Special Meeting  
 Bjorklund/Hoffman to approve  
 Motion carried 7-0

#### 5. ACTION ITEMS

##### A. Resolution Accepting Donations/Grants

Bob Sansevere, Chair

Be it resolved that the School Board of Buffalo-Hanover-Montrose Schools, ISD #877, accepts with appreciation the contributions in the amount of \$28,658.57.

Smude/Lawrence to approve

Motion carried 7-0

##### B. 2025-26 Budget Assumptions

Ryan Tangen, Director of Finance and Operations

Framework for developing the 2025-26 budget including enrollment projections, general education formula allowance, staffing ratios, salaries and benefits, etc., was presented.

Lawrence/Hoffman to approve

Motion carried 7-0

##### C. 2025 Authorized Signers for Official Depositories

Ryan Tangen, Director of Finance and Operations

Be it resolved the following authorization signatures be accepted by the official depositories: Robert Sansevere – Chairperson, Amanda Lawrence – Clerk, Adam Bjorklund – Treasurer; Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson and Cassidy Clifton

Honsey/Lawrence to approve

Motion carried 7-0

##### D. 2025 Authorized Signers for Electronic Fund Transfers

Ryan Tangen, Director of Finance and Operations

Be it resolved the following persons are authorized to make electronic fund transfers: Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Cassidy Clifton.

Lawrence/Hoffman to approve

Motion carried 7-0

E. Policy Revision - #704 Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System

Ryan Tangen, Director of Finance and Operations

This revision expands the Leased Assets category to include Subscription-Based Information Technology Arrangements (SBITAs).

Honsey/Smude to approve

Motion carried 7-0

F. Bid Award - BHS and DES

Tim Helppi, Director of Buildings and Grounds

Twenty five bid divisions were established. 161 separate bids were opened.

Hoffman/Lawrence to award bid packages to the lowest qualified and responsible bidder for each bid section as recommended by R.A. Morton and Associates for the base bid.

#### CONTRACTS THAT ARE RECOMMENDED TO APPROVE

##### Section Description Base Bid Contractor

3A Cast-in-Place Concrete	\$180,000.00	Axel H. Ohman, Inc.
4A Masonry	\$295,000.00	Axel H. Ohman, Inc.
5A Steel Supply	\$76,500.00	Marshall Machine Shop, Inc.
5B Steel Erection	\$77,420.00	Patriot Erectors, Inc.
6A Carpentry (HS)	\$339,000.00	Yamry Construction, Inc.
6A Carpentry (Discovery)	\$63,200.00	Ebert, Inc. dba Ebert Companies
6B Architectural Woodwork	\$123,331.00	Woodside Industries, Inc.
7A Roofing (HS)	\$521,000.00	Dura-Roof, LLC (HS)
7A Roofing (Discovery)	\$147,700.00	McDowall Company
7B Joint Sealants	\$16,800.00	Carciofini Company
7C Waterproofing	\$27,998.00	Henkemeyer Coatings, Inc.
8A Doors, Frames & Hardware (HS)	\$233,994.00	Kendell Doors & Hardware, LLC
8A Doors, Frames & Hardware (DES)	\$25,356.00	Mid Central Door
8B Aluminum Doors & Windows	\$215,000.00	Heartland Glass Company, Inc.
9A Gypsum System	\$366,839.00	RTL Construction, Inc.
9B Tilework	\$57,617.00	Commercial Flooring Services, LLC
9C Acoustical Ceilings	\$155,500.00	St. Cloud Acoustics, Inc.
9D Flooring Covering (HS)	\$188,544.00	Floors by Beckers, LLC
9D Flooring Covering (Discovery)	\$12,500.00	Grazzini Brothers & Company
9F Painting	\$58,870.00	High Performance Coatings, Inc.
10A Signage	\$37,065.00	Scenic Sign Corp.
12A Auditorium Seating	\$274,800.00	H & B Specialized Products, Inc.
12B Window Treatments	\$7,950.00	CE, LLC dba CE Contract
21A Fire Suppression	\$122,000.00	Breth - Zenzen Fire Protection, LLC
23A Plumbing & HVAC Combo	\$3,894,200.00	SCR, Inc
26A Electrical	\$2,700,000.00	Augusta Electric, Inc.
31A Excavation	\$252,500.00	Landwehr Construction, Inc.
31B Helical Piers	\$24,640.00	Atlas Foundation Company, LLC

Accept Alternate #2 for \$287,342.00 (Remodel of the locker room showers) Base bid includes no work in the locker rooms.

Accept Alternate #5 for \$215,000.00 (Replace all of the PAC house lighting with new LED fixtures) Base bid includes re-lamping the existing fixtures with LED bulbs.

Accept Alternate #7 for \$207,000.00 (Replace all of the theatrical lighting) Base bid includes replacing half of the theatrical lights to get us started on the path to a full replacement.

Reject Alternate #1 (Interior office remodel)

Reject Alternate # 3 and 4 (Theater seating options)

Reject Alternate #6 (Fire rated window system)

Motion carried 7-0

#### G. Board Member's Right to Employment

Scott Thielman, Superintendent

Minnesota Statute 123B.195 states that a school board member who is employed by the school district needs a majority approval of the school board to continue employment in the school district. Majority approval must be given by vote at a meeting where all board members are present. The amount to be earned by that officer will not exceed \$20,000 in a fiscal year.

Lawrence/Hoffman to approve

Motion carried 5-0 with Sheila Smude and Mike Honsey abstaining

#### 6. COMMITTEE REPORTS

MH – MSBA Conference and training

AB – MSBA Conference

SS – MSBA Conference, Construction Committee

AL – MSBA Conference, NWSISD, Pork Chop dinner will be held at BHS on April 10 due to construction at BCMS

AG – MSBA Training

BS – ESP negotiations, MSBA luncheon

#### 7. SUPERINTENDENT'S REPORT

Watching what is taking place at the legislature.

#### 8. ADJOURN

Lawrence/Bjorklund to adjourn at 7:32 pm

Respectfully submitted,

Amanda Lawrence, Clerk  
ISD #877 Board of Education