

Buffalo-Hanover-Montrose Schools
Monday, April 28, 2025
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

MINUTES

1. CALL TO ORDER by Chair Bob Sansevere at 7:00 pm AND ROLL CALL

Present: Mike Honsey, Adam Bjorklund, Bob Sansevere, Amanda Lawrence, Sheila Smude, Matt Hoffman

Absent: Angie Greig

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of

Hoffman/Honsey to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Student Council Report

Lucas Lawrence, Student Council Representative to the BOE

Prom this Saturday. Mock car crash simulation tomorrow. Spring Play, Helen Keller, took place last weekend.

B. Proud Of

1. BHS Knowledge Bowl Team who qualified for the State Meet - Daniel Jungwirth, Dexter Huss, Lucas Lawrence and Kumail Akram. The team received the Heritage Spirit Award.
2. BHS Seniors Hope Bjornson and Mitchell Friesz who received the Academics, Arts and Athletics Award for 2025.
3. BHS Juniors Aiden Herbst and Audyn Molesky who were named the ExCELL (Excellence in Community, Education and Leadership) Award recipients for 2025.
4. Will Schmidt, BHS Sophomore, who was awarded the Congress-Bundestag Exchange Scholarship to study in Germany for the 2025-26 school year.
5. BCMS Quest 6/7 Graders who qualified for the State History Day Competition. Those marked with an asterisk received Honorable Mention at the State Competition - Davis Kelm and Keon Mech* for "The Silence of the Bomb: The Partial Test Ban Treaty; Claire Neumann for "The Grimke Sisters"; Elsie Johanson* for "Radium Girls"; Dorothy Karson for "Women's Olympic History"; Henry Winger* for "The Second Wounded Knee Protest"; Bella Young for "How the Rights of Sentinels Have Changed from 1921 and 2024"; Dallin Jerman and Karston Perkins for "The Minnesota Miracle of 1971 An Educators Miracle" and

Rebecca Koch and Annika Niemela for "Astronaut Rights and NASA's Responsibility: The Challenger Explosion".

6. Danielle Stein, ECFE Teacher/Parent Educator, who received the Emerging Leader Award from the Minnesota Association for Family & Early Education.
7. BHS Seniors Marcus Boeckers, Ryan Giddings, Jayde Hallman and Julian Kariniemi who were named Students of Excellence.

C. Board Calendar Dates

1. Monday, May 12, 2025 Board Workshop 4:30 pm BCMS
2. Tuesday, May 27, 2025 Public Comment 6:30 pm DC Board Room
3. Tuesday, May 27, 2025 Board Meeting 7 pm DC Board Room
4. Tuesday, June 3, 2025 PRIDE Diploma Ceremony 1 pm DES Aud
5. Friday, June 6, 2025 BHS Graduation 7 pm BHS

D. Overnight Trip - Future Teacher Academy to St. Cloud State University, June 7-13, 2025.

4. CONSENT AGENDA

A. Personnel

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

1. Ohnica Melenich, DAPE Teacher, effective August 18, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a replacement for Pam Melenich.
2. Samantha Beneke, District-wide School Psychologist, effective August 18, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a replacement for Amy Krueger.
3. Jessica Rud, Special Education Teacher at Parkside Elementary, effective August 18, 2025. This appointment is contingent upon receipt of appropriate licensure. This appointment is a re-hire.
4. Nicole Olesen, Special Education Teacher at Parkside Elementary, effective August 18, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a re-hire.
5. Kathryn Hyams, Special Education Teacher at Buffalo High School, effective August 25, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a re-hire.
6. Tracy Hulley, long-term substitute Special Education Teacher at Buffalo High School, effective April 17, 2025 and ending June 6, 2025.
7. Dana Broadhead, AVID Tutor at Buffalo Community Middle School, effective April 9, 2025. This is a replacement for Baker Tristan.
8. Louisa Stowman, Special Education ESP at Northwinds Elementary, effective April 7, 2025 and ending June 5, 2025. This is a replacement for Denise Nichols.
9. Marlo Rivera, 2nd Shift Custodian at Buffalo High School, effective April 21, 2025. This is a replacement for Byron Vieau.
10. Martin Dzier, KidKare Assistant, effective March 10, 2025.
11. Olivia Jonasson, KidKare Assistant, effective April 7, 2025.
12. Austin Willey, English Teacher for .55 FTE at Buffalo High School and .45 FTE at

- Buffalo Community Middle School, effective August 25, 2025. This is a partial re-hire. This appointment is contingent upon receipt of appropriate licensure.
13. Shannon Curtis, Instrumental Music Teacher at Buffalo High School, effective August 18, 2025. This is a replacement for Scott Rabehl.
 14. Emily Grewe Mueller, Special Education Teacher at Buffalo High School, effective August 25, 2025. This is a re-hire. This appointment is contingent upon receipt of appropriate licensure and agreement between ISD #877 and Education Minnesota, Local 1908 extending probationary period.

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

1. Susanne Glawe, Special Education ESP and KidKare Supervisor at Tatanka Elementary STEM School, retirement effective June 5, 2025.
2. Nancy Tilus, Special Education ESP at Buffalo Community Middle School, retirement effective June 5, 2025.
3. Hannah Stokke, Special Education Teacher at Parkside Elementary, resignation effective June 6, 2025.
4. Kari DeClerk, Special Education Teacher at Parkside Elementary, resignation effective June 6, 2025.
5. Megan Felder, Dean of Students at Tatanka Elementary STEM School, resignation effective June 30, 2025.
6. Ben Dryden, 2nd Shift Custodian at Hanover Elementary, resignation effective April 11, 2025.
7. Austin Youngs, part-time Custodian at Northwinds Elementary, resignation effective April 22, 2025.
8. Samantha Jones, Nutrition Services Assistant at Montrose Elementary School of Innovation, resignation effective June 6, 2025.
9. Noah Wallin, KidKare Assistant, resignation effective June 6, 2025.
10. Denise Nichols, Special Education ESP at Northwinds Elementary, termination effective March 21, 2025.
11. Destiny Fiveland, ESP at Parkside Elementary, termination effective April 11, 2025.
12. Martin Dzier, KidKare Assistant, termination effective March 31, 2025.
13. Brenda Mengelkoch, Nutrition Services Assistant at Buffalo High School, resignation effective April 28, 2025.

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

1. Gary Wirkus, Ag Teacher at Buffalo High School, teach on additional section during third Trimester, effective March 10, 2025 and ending June 6, 2025.
2. Kristin Peterson, Special Education Teacher, transfer from Tatanka Elementary STEM School to Montrose Elementary School of Innovation, effective August 25, 2025. This is a replacement for Kristina Stoldt.
3. Troy Hanson, Tech Ed Teacher, transfer from Buffalo High School to Buffalo Community Middle School, effective August 16, 2025. This is a replacement

- for Ryan Rutten.
4. Nicole Gmach, Social Studies Teacher, transfer from Buffalo High School to Buffalo Community Middle School, effective August 25, 2025. This is a replacement for Jolene Sorenson.
 5. Sara Cooper, transfer from Kindergarten to 1st Grade Teacher at Tatanka Elementary STEM School, effective August 25, 2025. This is a replacement for Kim Dixon.
 6. John Gunderson, Art Teacher, transfer to .663 FTE at Tatanka Elementary STEM School and .337 FTE at Parkside Elementary, effective August 25, 2025. This is a partial replacement for Tamarah Baardson.
 7. Courtney Hinz, transfer from 4th Grade to 3rd Grade Teacher at Parkside Elementary, effective August 25, 2025. This is a replacement for Christy Merkl.
 8. Steve Bratulich, transfer from 3rd Grade to 4th Grade Teacher at Parkside Elementary, effective August 25, 2025. This is a replacement for Courtney Hinz.
 9. Cyre Beaumont, transfer from Quest to 4th Grade Teacher at Parkside Elementary, effective August 25, 2025. This is a replacement for Steve Bratulich.
 10. Joanne Tinder, transfer from 3rd Grade to Grades 4/5 Quest Teacher, effective August 25, 2025. This is a replacement for Cyre Beaumont.
 11. Michelle Wurm, transfer from Quest Teacher to 2nd Grade Teacher at Parkside Elementary, effective August 25, 2025.
 12. Hannah Braasch, Music Teacher at Montrose Elementary School of Innovation, decrease from .82 to .743 FTE, effective August 25, 2025.
 13. Holly Winkelman, transfer from 1st Grade Teacher at Northwinds Elementary School, to 3rd Grade Teacher at Parkside Elementary, effective August 25, 2025.
 14. Kimberly Sonju-Zrust, transfer from Northwinds Elementary Specialist to 5th Grade Teacher at Tatanka Elementary STEM School, effective August 25, 2025. This is a replacement for Kiley Broste.
 15. Pauline Thaemert, Special Education Transportation ESP, increase from 21.25 to 22.5 hours/week, effective April 10, 2025.
 16. Alyssa Larsen, ESP at Parkside Elementary, increase from 25 to 27.5 hours/week, effective April 8, 2025.
 17. Sara Mart, Special Education ESP, increase from 14 to 19 hours/week, effective April 14, 2025.
 18. Mary Kolodzik, increase from .913 to 1.0 FTE with assignment as Art Teacher at Buffalo High School, effective April 15, 2025. This is a replacement for CiAnn Jackson. This assignment is contingent upon receipt of appropriate licensure.

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

1. CiAnn Jackson, Art Teacher at Buffalo High School, request for leave of absence, effective February 24, 2025 and ending June 6, 2025.
2. Jessica Nickelsen, AVID Teacher and LLC/Peer Coaching Coordinator at Buffalo High School, request for leave of absence, effective March 21, 2025

- and ending May 5, 2025.
3. Nicole Gmach, Social Studies Teacher at Buffalo High School, denial of request for 3-5 year leave of absence.
 4. Brenda Mengelkoch, Nutrition Services Assistant at Buffalo High School, date adjustment to leave of absence to ending April 28, 2025.
 5. Jeanna Miller, Principal on Special Assignment, date adjustment to leave of absence to ending May 1, 2025.
 6. Cyre Beaumont, Teacher at Parkside Elementary, date adjustment to leave of absence to ending June 6, 2025.
 7. Tanya Farnick, ESP at Montrose Elementary School of Innovation, date adjustment to leave of absence to ending April 11, 2025.

AGREEMENT TO EXTEND PROBATIONARY PERIOD

1. Agreement between ISD #877 and Education Minnesota to extend the probationary period for Allison Brown, Special Education Teacher at Tatanka Elementary STEM School, effective July 1, 2025 and ending June 30, 2026.

B. Check Disbursements

Payroll checks # 9000171797 through 9000173578, and 206838 through 206849 amounting to \$2,692,299.33. P-card disbursement checks 8000003139 to 8000003172, totaling \$160,986.42. Bill-pay wires 8100002178 through 8100002209. Employee reimbursement checks 9100005794 through 9100005849 and Accounts Payable checks 407888 through 408163 for the period of March 3, 2025 – April 24, 2025 as follows:

01	GENERAL FUND	4,066,411.80
02	FOOD SERVICE	270,950.28
04	COMMUNITY SERVICE	152,662.54
05	CAPITAL OUTLAY	186,355.31
06	NEW BUILDING	508,260.82
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	22,858.54
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	45,936.36
47	DEBT REDEMPTION	0.00
51	<u>ACTIVITIES</u>	<u>1,740.13</u>
	TOTAL	\$5,255,175.78

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Mar. 17 - Apr. 16) is as follows:

Date	Vendor & Purpose	Amount
03/17/25	WEX – Flex/Health Insurance	\$ 12,619.35
03/17/25	MN Dept. of Revenue – State Taxes	68,095.83
03/17/25	Educators Benefit Consultants – Deferred Annuities	65,217.58
03/18/25	WEX – Flex/Health Insurance	1,397.69
03/18/25	District #877 Employees – Employee Payroll	339.02

03/18/25	IRS USA Tax Pmt – Federal Taxes	58.24
03/18/25	MN Public Employees Retirement Association	22.50
03/18/25	MN Dept. of Revenue – State Taxes	1.29
03/18/25	Delta Dental – Dental Insurance	12,403.22
03/19/25	MN Dept. of Revenue - Sales Tax	526.00
03/19/25	WEX – Flex/Health Insurance	177.65
03/19/25	District #877 Employees – Employee Reimbursement	4,117.54
03/20/25	Alerus	574.00
03/20/25	WEX – Flex/Health Insurance	14.34
03/21/25	BCBS - Health Insurance	855,508.28
03/21/25	WEX – Flex/Health Insurance	3.56
03/21/25	Delta Dental – Dental Insurance	3,028.68
03/24/25	WEX – Flex/Health Insurance	1,029.40
03/24/25	Delta Dental – Dental Insurance	13,363.11
03/25/25	WEX – Flex/Health Insurance	424.81
03/25/25	Xcel Energy – Utility	715.47
03/25/25	WEX – Flex/Health Insurance Admin Fee	2,237.00
03/26/25	WEX – Flex/Health Insurance	275.00
03/27/25	WEX – Flex/Health Insurance	3,440.51
03/28/25	District #877 Employees – Employee Payroll	1,335,665.15
03/28/25	IRS USA Tax Pmt – Federal Taxes	422,727.59
03/28/25	MN Public Employees Retirement Association	77,459.67
03/28/25	MN Teachers Retirement Association	237,403.69
03/28/25	WEX – Flex/Health Insurance	1,494.14
03/31/25	Delta Dental – Dental Insurance	9,611.94
03/31/25	MN Dept. of Revenue – State Taxes	68,297.62
03/31/25	Educators Benefit Consultants – Deferred Annuities	65,670.58
03/31/25	WEX – Flex/Health Insurance	10,934.17
04/01/25	WEX – Flex/Health Insurance	1,133.78
04/02/25	District #877 Employees – Employee Reimbursement	2,741.99
04/02/25	eBay	(916.65)
04/02/25	Xcel Energy – Utility	60.16
04/03/25	WEX – Flex/Health Insurance	1,973.86
04/04/25	WEX – Flex/Health Insurance	1,480.21
04/07/25	Delta Dental – Dental Insurance	11,583.77
04/07/25	BMO Corporate MasterCard – P-Card	136,534.71
04/07/25	WEX – Flex/Health Insurance	5,944.40
04/08/25	FeePay - Community Ed Fee	6,072.96
04/08/25	WEX – Flex/Health Insurance	607.59
04/09/25	FeePay - Community Ed Fee	1,450.00
04/09/25	WEX – Flex/Health Insurance	31.78
04/10/25	WEX – Flex/Health Insurance	541.68
04/10/25	Cash Management Service Fee - MSDLAF	35.16
04/11/25	WEX – Flex/Health Insurance	9.69
04/14/25	WEX – Flex/Health Insurance	649.86
04/15/25	Delta Dental – Dental Insurance	8,186.28
04/15/25	IRS USA Tax Pmt – Federal Taxes	428,900.21
04/15/25	MN Public Employees Retirement Association	75,705.62
04/15/25	MN Teachers Retirement Association	242,331.05
04/15/25	WEX – Flex/Health Insurance	201.61
04/16/25	District #877 Employees – Employee Payroll	1,350,631.15
04/16/25	District #877 Employees – Employee Reimbursement	3,994.50
04/16/25	Educators Benefit Consultants – Deferred Annuities	66,402.18
04/16/25	WEX – Flex/Health Insurance	11,181.74
04/16/25	MN Dept. of Revenue – State Taxes	68,866.23
	Total	<u>\$ 5,701,190.14</u>

D. Minutes - March 24, 2025 Regular Meeting

Lawrence/Hoffman to approve
Motion carried 6-0

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 \$13,025.30 Smude/Honsey to approve
Motion carried 6-0

B. Out-of-State Trip - BPA to Florida - Scott Thielman, Superintendent

Two BHS students will participate in the National BPA Leadership Conference in Kissimmee, Florida, May 7-9, 2025.
Honsey/Smude to approve
Motion carried 6-0

C. BHS Online - Scott Thielman, Superintendent

Currently contacting online students to consider our inhouse online option. Online option will be effective with the 2025-26 school year.
Lawrence/Hoffman to approve
Motion carried 6-0

D. Resolution - Discontinuance of Contract

Evan Ronken, Director of Human Resources
Resolved that that the following substitute teachers, acting incumbents, yearly and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts – Krisi Lain, Sharon Herzfeld, Tracy Hulley, Mary Kolodzik.
Smude/Honsey to approve
Motion carried 6-0

E. Resolution Relating to the Termination and Non-renewal of the Teaching Contract of Probationary Teachers

Evan Ronken, Director of Human Resources

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF A PROBATIONARY TEACHER:

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of NAME, a probationary teacher in Independent School District 877, will hereby end at the close of the current 2024-25 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

Dear ,

You are hereby notified that at a regular meeting of the School Board of Independent School District 877 held on April 28, 2025, a resolution was adopted by a majority roll call vote to end your contract effective at the end of the current school year and not to renew your contract for the 2025-26 school year. Said action of the Board is

taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such requests should be received within ten days after receipt of this notice.

The following motions were made relating to the termination and nonrenewal of the teaching contracts of probationary teachers:

Lawrence/Bjorklund to approve Samantha Monsma
Motion carried 6-0

Honsey/Smude to approve Casey Hilden
Motion carried 6-0

Hoffman/Lawrence to approve Kim Dixon
Motion carried 6-0

Smude/Bjorklund to approve Kiley Broste
Motion carried 6-0

Lawrence/Honsey to approve Reese Wishart
Motion carried 6-0

Smude/Bjorklund to approve Olivia Falk
Motion carried 6-0

Hoffman/Lawrence to approve Haley Chace
Motion carried 6-0

Honsey/Lawrence to approve Emma Maas
Motion carried 6-0

F. Resolution Proposing to Place Staff on Unrequested Leave of Absence

Evan Ronken, Director of Human Resources

RESOLUTION PROPOSING TO PLACE NAME ON UNREQUESTED LEAVE OF ABSENCE

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

1. That it is proposed that NAME, a XXX teacher of said school district, be placed on a requested leave of absence without pay or fringe benefits, effective at the end of the 2024-25 school year on June 30, 2025, pursuant to Minnesota Statutes section 122A.40, subdivision 10, along applicable portions of ARTICLE VI, Section 3, Subdivisions 1-6 of the current Master Agreement between the School District and the exclusive representative, based upon the following grounds: financial limitations and discontinuance of position.

2. That said proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT ON UNREQUESTED LEAVE
OF ABSENCE AND NOTICE OF HEARING, IF REQUESTED

(DATE)
(NAME)
(ADDRESS)

Dear:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 877 held on April 28, 2025, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits for (FTE) as a XXXX teacher of Independent School District No. 877, and a resolution (copy enclosed) was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2024-25 school year on June 30, 2025, pursuant to Minnesota Statutes 122A.40, subdivision 10, along with applicable provisions of ARTICLE VI, Section 3, Subdivisions 1-6 of the current Master Agreement between the School District and the exclusive representative. The grounds for your placement on an unrequested leave of absence are: financial limitations and discontinuance of position.

Your proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

Under the provisions of the Master Agreement between the School District and the exclusive representative, you are entitled to a hearing as set forth in Minnesota Statutes section 122A.40, subdivision 14, before the school board provided that you make a request in writing within fourteen (14) calendar days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed action.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 877

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in Master Agreement between the School District and the exclusive and Minnesota Statutes section 122A.40, subdivision 10, and are hereby adopted as fully as though separately set forth and resolved herein.

The following staff are approved for proposed placement on Unrequested Leave of Absence:

Bjorklund/Honsey to approve Michelle Strassburg, partial, .142 FTE, ULA
Motion carried 6-0

Lawrence/Honsey to approve Jennifer Olson, partial, .077 FTE, ULA
Motion carried 6-0

Hoffman/Lawrence to approve Ryan Rutton, 1.0 FTE, ULA
Motion carried 6-0

G. Bid Recommendation - Theater Equipment

Tim Helppi, Director of Buildings and Grounds

No bids were received at the first reading.

April 15, 2025 was a re-bid. One bid came in much higher than projected.

Bjorklund/Smude moved to reject the bid.

Discussion – does not happen often. Do we know the reason for the high cost – uncertainties regarding the Discovery auditorium. Will go out for a rebid after revision of the scope of the project.

Motion carried 6-0.

H. Capital Facilities and Long Term Maintenance Facilities 2025-26 Budgets

Tim Helppi, Director of Buildings and Grounds

The request list has been reviewed and revised. Capital budget for this year is \$824,535 LTFM includes pass through funds for WTC and SWMISD. LTFM budget for 25-26 is \$2,443,250.

Honsey/Hoffman to approve

Motion carried 6-0

I. 2024-25 Final Revised Budget Adjustments

Ryan Tangen, Director of Finance and Operations

Reviewed the final budget adjustments for the 2024-25 budget. Ending fund balance is at \$85,221,403.

Smude/Hoffman to approve

Motion carried 6-0

6. COMMITTEE REPORTS

AL – 877 Foundation Pork Chop Dinner

MH – 877 Foundation Pork Chop Dinner

AB – SWMISD

SM – CEAC

BS - WTC

7. SUPERINTENDENT'S REPORT

Watching the education bills being presented at the legislature.

8. ADJOURN

Lawrence/Honsey to adjourn at 7:50 pm

Motion carried 6-0

Respectfully submitted,

Amanda Lawrence, Clerk
ISD #877 Board of Education