

Board of Education Workshop
Monday, October 13, 2025
4:30 PM
Northwinds Elementary School
1111 – 7th Ave NW
Buffalo, MN 55313

REPORT

Present: Bob Sansevere, Adam Bjorklund, Sheila Smude, Mike Honsey, Matt Hoffman, Angie Greig – arrived at 4:36 p.m.

Absent: Amanda Lawrence

1. Presentation: Northwinds Elementary School

Carmen Tubbs, Principal

Principal Tubbs shared successes and goals for the year. New playground with inclusive merry-go-round and resurfacing. Wright County environmental grant received 2 years ago is being used to restore prairie grasses, remove invasive species, have a space for an outdoor classroom. Goal to increase efficiency in reading and have 100% K-5 students improve self-rating.

2. Teacher Development and Evaluation Plan

Pam Miller, Director of Teaching and Learning

Report only; approval end of October. TDE Plan has not been revised since 2015. PPD Advisory board making revisions. Move from 2nd edition to 3rd edition. Minor language changes to 3rd edition.

3. Directors 2025-26 Department Goals

A. Finance and Operations: Ryan Tangen, Director

Implementing Skyward time tracking for office and Nutrition Services. Evaluate and enhance menu options for students. Create custodial employee manual.

B. Human Resources: Evan Ronken, Director

Updating job descriptions is an ongoing goal. Look at updating screening process for teaching positions.

C. Teaching and Learning: Pam Miller, Director

Elementary Curriculum – increase support for teachers. Secondary Curriculum – continue to support and maintain curriculum maps. Testing & Assessment – increase teacher knowledge of state accountability testing data. Quest: develop a plan for BCMS Quest math curriculum. PPD – enhance teaching strategies and establish a shared language for instructional improvement. AVID – Strengthen high quality instructional design through a yearlong LEAD 877 cohort opportunity.

D. Technology: Mat Nelson, Director

Infrastructure – continue to improve end users' wireless internet access. Support Team – provide high quality technology support. Infinite Campus – help users utilize as a productivity tool in their position.

E. Special Services: Amy Ernst, Director

Develop and implement a process to assess and enhance the five essential elements while aligning with the Portrait of a Graduate. Showcase how professionals in special services contribute directly to student growth, engagement, and long-term success.

F. Community Education: Eric Erlandson, Director

Refine KidKare scheduling and staffing systems. Increase collaboration between Early Childhood and KidKare programs. Implement a new facility use system district-wide.

G. Communications: Paul Downer, Coordinator

Finish analyzing family satisfaction survey and make adjustments for 2025-26 survey. Monitor survey results of open enrolled families. Organize ongoing meetings of the district's Enrollment Task Force to reduce number of students open enrolling out of district.

4. School Calendar 2026-2027 and 2027-2028: Scott Thielman, Superintendent

Calendars for the next two years have been drafted with a pre-Labor Day start. Spring break will move into March to coincide with end of 2nd trimester. School year will end during the first week of June.

5. Committee Reports

SS - teacher negotiations

AG - Safe Schools