

**Buffalo-Hanover-Montrose Schools
School Board Meeting**

Monday, October 27, 2025
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 p.m.

MINUTES

1. CALL TO ORDER by Chair Bob Sansevere at 7:00 p.m. AND ROLL CALL
Present: Bob Sansevere, Amanda Lawrence, Mike Honsey, Adam Bjorklund,
Sheila Smude, Angie Greig, Matt Hoffman
Absent: none
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Approval of AgendaLawrence/Bjorklund to approve
Motion carried 7/0
3. COMMUNICATIONS
 - A. Student Council Report
Audyn Molesky, Student Council Representative to the BOE
Several students attending boys soccer semi-finals on October 28. Awards for Tatanka and Hoofprint. French foreign exchange students were here. Fall concerts for music. Fall sports coming to end, winter starting. Fall musical is mid-November. BHS hosting student leadership conference – 268 students coming from other schools for leadership games, service projects, keynote speaker, basic leadership conversations, networking opps.
 - B. Proud of
 1. Sophie Alderman who was selected to the 2025 Girls Soccer All-State Team.
 2. Wyatt Anderson, Owen Seestrom, and Gerhard Ungaro who were selected to the 2025 Boys Soccer All-State Team.
 3. BHS Boys Soccer Team won the Section 8 Championship.
 - C. Board Calendar Dates
 1. November 10, 2025 Board Workshop 4:30 p.m. BCMS
 2. November 24, 2025 Public Comment Session if needed 6:30 p.m. Board Room at DC
 3. November 24, 2025 Board Meeting 7:00 p.m. 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 appointments:

1. Julie Kirkpatrick, long-term substitute 3rd Grade Teacher at Hanover Elementary School, effective on or about November 5, 2025 and ending on or about February 27, 2026.
2. Sheryl Nichols, long-term substitute Business Teacher at Buffalo High School, effective September 2, 2025 and ending October 31, 2025. This appointment is contingent upon receipt of appropriate licensure.
3. Marci Wold, long-term substitute Special Education Teacher at Buffalo Community Middle School, effective January 12, 2026 and ending February 27, 2026.
4. Kadence Baloun, AVID Tutor at Buffalo High School, effective October 14, 2025. This is a replacement for Renee Wyffles.
5. Rachel Hintze, AVID Tutor at Buffalo High School, effective October 14, 2025. This is a replacement for Amy Kotish.
6. Valery Izmirli, AVID Tutor at Buffalo Community Middle School, effective October 14, 2025. This is a replacement for Sam Muhlbauer.
7. Megan Caswell, ESP at Northwinds Elementary School, effective October 10, 2025. This is a replacement for Tatiana De Oliveira.
8. Mitchell Murphy, ESP at Montrose Elementary School of Innovation, effective October 10, 2025. This is a new position.
9. Angela DeVore, ESP at Discovery Elementary School and Parkside Elementary School, effective September 19, 2025. This is a replacement for Alicia Meyer.
10. Alicia Meyer, ESP at Discovery Elementary School and Parkside Elementary School, effective October 8, 2025. This is a replacement for Angela DeVore.
11. Sheila Villanueva Maldonado, ECSE ESP at Discovery Elementary School, effective October 10, 2025. This is a replacement for Nancy Salomon.
12. Derek Evjen, Custodian at Northwinds Elementary School, effective October 15, 2025. This is a replacement for Tommy Melenich.
13. Kirsten Carr, Nutrition Services Assistant at Buffalo Community Middle School, effective October 20, 2025. This is a replacement for Carrie Beyer.
14. Marie Torkelson, Nutrition Services Assistant at Buffalo High School, effective October 1, 2025. This is a replacement for Carrie Pope.
15. Anna Grundhauser, KidKare Supervisor at Hanover Elementary School, effective October 20, 2025.
16. Lilah Herzog, KidKare Assistant at Parkside Elementary School, effective October 13, 2025.
17. Madison Murray, KidKare Assistant at Northwinds Elementary School, effective September 29, 2025.
18. Mitchell Murphy, KidKare Assistant at Montrose School of Innovation, effective September 22, 2025.
19. Mira Prell, KidKare Assistant at Tatanka Elementary STEM School, effective October 20, 2025.
20. Emma Torblaa, KidKare Supervisor at Northwinds Elementary School, effective October 7, 2025.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignations/retirements/terminations:

1. Amy Kotish, AVID Tutor at Buffalo High School, resignation effective June 8, 2025.

2. Angela DeVore, ESP at Discovery Elementary School and Parkside Elementary School, resignation effective September 26, 2025.
3. Ana Miller, KidKare Assistant at Tatanka Elementary STEM School, resignation effective October 17, 2025.
4. Marcy Sarkinen, KidKare Assistant, resignation effective October 24, 2025.

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

1. Erin Boettcher, English Language Development Teacher, increase from 1.0 at Buffalo High School and Hanover Elementary School to 1.045 FTE at Parkside Elementary School, Buffalo High School and Hanover Elementary School, effective August 25, 2025 and ending November 3, 2025.
2. Makayla Bozoian, English Language Development Teacher, increase from 1.0 at Montrose Elementary School of Innovation and Tatanka Elementary STEM School to 1.045 FTE at Northwinds Elementary School, Montrose Elementary School of Innovation, and Tatanka Elementary STEM School, effective August 25, 2025 and ending November 3, 2025.
3. Jaclyn Hendrickson, English Language Development Teacher, increase from 1.0 at Buffalo Community Middle School and Parkside Elementary School to 1.045 FTE at Buffalo Community Middle School, Discovery Elementary School and Tatanka Elementary STEM School, effective August 25, 2025 and ending November 3, 2025.
4. Jennifer Robeck, ECFE Teacher at Discovery Elementary School, decrease from .948 to .8 FTE, effective October 9, 2025.
5. Jonathan Annen, ESP at Buffalo Community Middle School, increase from 32.5 to 35 hours/week, effective September 2, 2025.
6. Jacob Braun, ESP at Buffalo High School, decrease from 32.5 to 30 hours/week, effective September 2, 2025.
7. Stefani Brott, ESP at Buffalo Community Middle School, decrease from 33.75 to 31.25 hours/week, effective September 25, 2025.
8. Kayla Clifton, ESP at Buffalo Community Middle School, increase from 32.5 to 33.75 hours/week, effective September 2, 2025.
9. Kristen Coppes, ESP at Northwinds Elementary School, increase from 30 to 32.5 hours/week, effective September 2, 2025.
10. Heidi Culshaw-Floer, ESP at Buffalo High School, increase from 33.75 to 35 hours/week, effective September 2, 2025.
11. Tatiana de Oliveira, ESP at Northwinds Elementary School, increase from 17.5 to 32.5 hours/week, effective September 23, 2025.
12. Julie Harvey, ESP at Buffalo High School, increase from 30 to 31.25 hours/week, effective September 11, 2025.
13. Dustine Jerde, ESP and AVID Tutor at Buffalo Community Middle School, increase from 35 to 37.5 hours/week, effective September 25, 2025.
14. Christie Mastey, ESP at Buffalo High School, decrease from 40 to 36 hours/week, effective September 9, 2025.
15. Rebekah McShane, ESP at Parkside Elementary School, increase from 31.25 to 32.5 hours/week, effective September 2, 2025.
16. Danette Melsness, ESP at Buffalo Community Middle School, increase from 32.5 to 35 hours/week, effective September 2, 2025.

17. Brianna Meyer, ESP at Buffalo High School, increase from 30 to 32.5 hours/week, effective September 3, 2025.
18. Fils Ndimba, ESP at Buffalo Community Middle School, increase from 32.5 to 33.75 hours/week, effective September 2, 2025.
19. Andrea Nienaber, ESP at Buffalo High School, increase from 30 to 32.5 hours/week, effective September 2, 2025.
20. Beth Ristow, ESP at Buffalo Community Middle School, increase from 32.5 to 33.75 hours/week, effective September 2, 2025.
21. Amber Schmid, ESP at Northwinds Elementary School, increase from 30 to 32.5 hours/week, effective September 2, 2025.
22. Terri Schmidt, ESP at Buffalo High School, decrease from 35 to 33.75 hours/week, effective September 9, 2025.
23. Kristine Simonson, ESP at Buffalo High School, increase from 30 to 32.5 hours/week, effective September 9, 2025.
24. Madelynn Thomas, ESP at Northwinds Elementary School, increase from 30 to 32.5 hours/week, effective September 2, 2025.
25. Elizabeth Votava, ESP at Buffalo High School, increase from 30 to 32.5 hours/week, effective September 10, 2025.
26. Hannah Gatz, ESP at Parkside Elementary School and Districtwide, increase from 37.5 to 38.5 hours/week, effective September 2, 2025.
27. Rhona Henderson, ESP at Parkside Elementary School and Districtwide, increase from 32.5 to 36.5 hours/week, effective September 2, 2025.
28. Sara Mart, ESP at Discovery Elementary School and Districtwide, increase from 19 to 23 hours/week, effective September 2, 2025.
29. Pauline Thaemert, ESP Districtwide, decrease from 22.5 to 12.5 hours/week, effective September 2, 2025.
30. Adrean Weldele, ESP at PRIDE Transitions, increase from 30 to 33 hours/week, effective September 2, 2025.
31. Michelle Whitworth, ESP at Northwinds Elementary School, decrease from 37.5 to 36.25 hours/week, effective October 23, 2025.
32. Sadie Fox, KidKare Assistant at Tatanka Elementary STEM School, increase from 7.5 to 10 hours/week, effective October 20, 2025.
33. Carrie Wubben, ECFE Classroom Assistant, decrease from 32.5 to 16 hours/week, effective October 1, 2025.
34. Ayda Erlandson, KidKare Assistant at Hanover Elementary School, increase from 12 to 15 hours/week, effective October 10, 2025.
35. Ryan Banser, transfer from 2nd Shift Custodian at Montrose Elementary School of Innovation to 2nd Shift Custodian at Hanover Elementary School.

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

1. Taina Santiago, ESP at Buffalo High School, date adjustment to leave of absence to ending October 23, 2025.
2. Dena Peavey, Custodian at Discovery Elementary School, date adjustment to leave of absence to ending November 7, 2025.
3. Mark Tuchscherer, Business Ed Teacher at Buffalo High School, date adjustment to leave of absence to ending October 31, 2025.

4. Sandra Holmquist, ESP at Buffalo Community Middle School, request for leave of absence, effective September 23, 2025 and ending December 16, 2025.
5. Jennifer Anderson, Nutrition Services Assistant at Buffalo Community Middle School, date adjustment to leave of absence to ending December 19, 2025.
6. Kallie Sondergaard, ESP at Montrose Elementary School of Innovation, request for leave of absence, effective December 6, 2025 and ending February 18, 2026.
7. Heidi Horak, Special Education Teacher at Buffalo Community Middle School, request for leave of absence, effective January 12, 2026 and ending February 27, 2026.
8. Cassandra Byrne, School Nurse at Buffalo High School and PRIDE, request for leave of absence, effective on or about January 17, 2026 and ending on or about April 6, 2026.
9. Ashlyn O'Connor, Special Education Teacher at Buffalo Community Middle School, request for leave of absence, effective March 11, 2026 and ending June 5, 2026.

CONTRACT – Approve the following Agreement:

1. 2025-27 Master Agreement between Independent School District No. 877 and Education Minnesota-Buffalo ED MN, AFT, NEA, AFL-CIO Local 1908.

Pleased to approve contract with teachers. Great negotiation with teacher group.

B. Check Disbursements

Payroll checks # 9000180552 through 9000182678, and 206891 through 206910 amounting to \$3,169,020.83. P-card disbursement checks 0000000000 to 0000000000, totaling \$0.00.

Bill-pay wires 8100002326 through 8100002355. Employee reimbursement checks 9100006062 through 9100006106 and Accounts Payable checks 409464 through 409888 for the period of August 4, 2025 – October 20, 2025 as follows:

01	GENERAL FUND	4,472,868.72
02	FOOD SERVICE	392,641.34
04	COMMUNITY SERVICE	192,614.04
05	CAPITAL OUTLAY	346,392.98
06	NEW BUILDING	6,295,765.16
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	160,539.93
16	ALTERNATIVE FACILITIES	0.00
45	POST EMP BENEFITS IRREV TRU	41,690.80
47	DEBT REDEMPTION	0.00
51	<u>ACTIVITIES</u>	<u>3,787.96</u>
	TOTAL	\$11,906,300.93

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Sept. 12 - Oct. 9) is as follows:

Date	Vendor & Purpose	Amount
09/12/25	WEX – Flex/Health Insurance	\$ 73.30
09/15/25	District #877 Employees – Employee Payroll	1,190,658.16
09/15/25	IRS USA Tax Pmt – Federal Taxes	392,003.27
09/15/25	MN Public Employees Retirement Association	43,089.08
09/15/25	MN Teachers Retirement Association	251,916.08
09/15/25	WEX – Flex/Health Insurance	768.43
09/15/25	Delta Dental – Dental Insurance	5,367.19
09/16/25	WEX – Flex/Health Insurance	10,766.73
09/16/25	Educators Benefit Consultants – Deferred Annuities	62,769.85
09/16/25	MN Dept. of Revenue – State Taxes	65,555.78
09/17/25	District #877 Employees – Employee Reimbursement	2,035.92
09/19/25	Xcel Energy – Utility	642.30
09/22/25	Delta Dental – Dental Insurance	5,730.10
09/22/25	Alerus	1,369.00
09/23/25	WEX – Flex/Health Insurance	288.34
09/23/25	Delta Dental – Dental Insurance	3,147.17
09/25/25	WEX – Payment	2,191.00
09/25/25	WEX – Flex/Health Insurance	736.80
09/26/25	WEX – Flex/Health Insurance	106.80
09/29/25	Delta Dental – Dental Insurance	10,120.70
09/30/25	IRS USA Tax Pmt – Federal Taxes	428,225.96
09/30/25	District #877 Employees – Employee Payroll	1,376,415.11
09/30/25	WEX – Flex/Health Insurance	709.91
10/01/25	MN Teachers Retirement Association	249,829.89
10/01/25	MN Public Employees Retirement Association	83,766.00
10/01/25	MN Dept. of Revenue – State Taxes	69,003.37
10/01/25	District #877 Employees – Employee Reimbursement	921.07
10/01/25	Xcel Energy – Utility	8.69
10/01/25	Health Partners - Health Insurance	905,796.44
10/02/25	Educators Benefit Consultants – Deferred Annuities	64,782.03
10/02/25	WEX – Flex/Health Insurance	675,272.44
10/03/25	WEX – Flex/Health Insurance	783,679.64
10/06/25	Delta Dental – Dental Insurance	8,683.50
10/06/25	WEX – Flex/Health Insurance	38,249.00
10/07/25	WEX – Flex/Health Insurance	465.03
10/07/25	BMO Corporate MasterCard – P-Card	202,290.15
10/08/25	WEX – Flex/Health Insurance	434.15
10/08/25	eBay	92.64
10/08/25	FeePay - Community Ed Fee	5,614.49
10/09/25	WEX – Flex/Health Insurance	530.98
10/09/25	FeePay - Community Ed Fee	1,450.00
	Total	\$ 6,945,556.49

D. Minutes - September 22, 2025 Regular Meeting

Hoffman/Smude 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 \$29,688.65.

Honsey/Hoffman to approve

Motion carried 7-0

B. MSHSL Form A/B Grant Resolution

Mark Mischke, Buffalo High School Principal

Presenting on behalf of Nick Guida. Form A for participants that can't afford the fees. Form B is specifically for leadership opportunities.

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts; WHEREAS, the Governing Board of Buffalo-Hanover-Montrose Independent School District #877 recognizes the value of student participation in extracurricular activities; and WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools in recognizing, promoting and funding extracurricular participation by high school students in athletic and fine arts programs. THEREFORE, BE IT RESOLVED, that the Governing Board of Buffalo-Hanover-Montrose Independent School District #877 supports the school's application to the Minnesota State High School League Foundation for a FORM A grant to offset student activity fees.

WHEREAS, the Minnesota State High School League Foundation was formed to provide support for Minnesota's high school youth to participate in athletics and fine arts; WHEREAS, the Governing Board of Buffalo-Hanover-Montrose Independent School District #877 recognizes the value of student participation in extracurricular activities; and WHEREAS, the MSHSL Foundation is offering grants and funding to assist schools to provide seminars/training opportunities or support for specific school functions for students/faculty members/officials and others who are involved in athletic and fine arts programs. THEREFORE, BE IT RESOLVED, that the Governing Board Buffalo-Hanover-Montrose Independent School District #877 supports the school's application to the Minnesota State High School League Foundation for a FORM B grant.

Smude/Lawrence to approve

Motion carried 7-0

C. Bond Bid Approval

Tim Helppi, Buildings & Grounds Director

1. BHS and BCMS roof replacement project to include: roof replacement for Bison Activity Center at BHS, roof replacement of BCMS small gym, portion of main gym, locker rooms, and print shop. Received 5 bids on October 9. Recommend board approval of lowest qualified bid of \$2,005,700 from Palmer West Construction Company Inc.

Bjorklund/Honsey to approve

Motion carried 7-0

2. Hanover Elementary School mechanical upgrades project to include: convert existing building heat distribution from steam to low pressure hot water, install dehumidification in the cafeteria and kitchen, and internal remodel of media center. Received 56 bids covering 15 packages on October 9 - had 1 bid withdrawal. Recommend board approval of lowest qualified bids totaling \$2,962,752.

Lawrence/Hoffman to approve

Motion carried 7-0

D. Teacher Development and Evaluation Plan Approval

Pam Miller, Teaching & Learning Director

Information was shared at workshop to shift from the Danielson 2nd Edition Framework to the Danielson 3rd Edition Framework. Revisions include updates to the evaluation process as well as a statutory requirement to update the evaluation rebrics to include culturally responsive practices. Recommend board approval.

Smude/Hoffman to approve

Motion carried 7-0

E. 2026-27 and 2027-28 School Calendars

Scott Thielman, Superintendent

As discussed at workshop, pre-Labor Day start for next two school years as allowed by a change in the 2025 legislative session. Earlier spring breaks will align with end of BHS 2nd trimesters. Graduations first Friday of June. Recommend board approval of calendars.

Honsey/Greig to approve

Motion carried 7-0

6. REPORTS

A. Preliminary Approval of International Trip to France

Jason Swanson, BHS World Languages Teacher

Exchange students from France were here in fall. Sending BHS students there from March 25, 2026 to April 4, 2026. Student price is approximately \$3500. Using a new company, came in under price and includes a guided tour through Paris.

B. 2025-26 October 1st Enrollment

Scott Thielman, Superintendent

October 1, 2025 enrollment of 4992.8 is 146.8 more students than projected.

C. 2025-26 1st Semester Class Size Report

Scott Thielman, Superintendent

Average K-5 class size is 23.85. (K-2 average 21.58; 3-5 average 26.52) Average middle school class size is 27.4. Average high school class size is 29.32.

7. COMMITTEE REPORTS

BS: Wright Technical Center

AL: District 877 Endowment

AB: Custodian Negotiations

MattH: Custodian Negotiations

8. SUPERINTENDENT'S REPORT

Appreciate teacher negotiations group (all representatives). Quickly done in 5 sessions.

9. ADJOURN

Honsey/Greig to adjourn at 7:32 p.m.

Motion carried 7-0

Respectfully Submitted,

Amanda Lawrence, Clerk
ISD 877 Board of Education