

Buffalo-Hanover-Montrose Schools School Board Meeting

Monday, February 24, 2025
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM
Public Comment Session
6:30 PM

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, Matt Hoffman, Angie Greig
Absent: None
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Approval of Agenda

Smude/Bjorklund to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Report
Lucas Lawrence, Student Council Representative to the BOE
 - B. Proud Of
 1. Jayde Hallman and Juliene Kariniemi who were named National Merit Scholarship Finalists
 2. BHS Gymnasts Macy DuBois and Lydia Field who qualified for the State Gymnastics Meet in the Uneven Bars and Floor Exercise Events.
 3. BHS Wrestlers Gabe Roehl and Ryan Babatz who qualified for the Minnesota State Wrestling Tournament.
 4. BHS Mock Trial Team who qualified for the State Meet.
 5. BHS Choir students Parker Carlson and Ellie Cassady who participated in the Minnesota All-State Choir at Orchestra Hall in Minneapolis.
 6. BHS Band and Orchestra students William Gustafson, Jayde Hallman, Julien Kariniemi, Anna Wuollet, Maggie Bertsch and Kiera McGorry who participated in the Minnesota All-State Band and Orchestra at Orchestra Hall in Minneapolis.
 - C. Board Calendar Dates
 1. Monday, March 10, 2025 Board Workshop 4:30 pm MESI
 2. Monday, March 24, 2025 Public Comment Session 6:30 pm Board Room at DC
 3. Monday, March 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. Olivia Falk, Science Teacher at Buffalo High School, effective March 7, 2025 and ending June 6, 2025. This is a replacement for Greg Hygrell/Jacob Wilts.
2. Sharon Herzfeld, long-term substitute 6th Grade Science Teacher at Buffalo Community Middle School, effective on or about April 7, 2025 and ending June 6, 2025. This is a replacement for Laura Frakes.
3. Samantha Jones, KidKare Assistant, effective February 18, 2025.

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

1. Scott Rabehl, Instrumental Music Teacher at Buffalo High School, retirement effective June 6, 2025.
2. Tamra Jacobs, Special Education Evaluator – TOSA, retirement effective June 6, 2025.
3. Sally O'Malley, ECSE Speech/Language Pathologist, resignation effective June 6, 2025.
4. Laurie Kittock, Nutrition Services Assistant at Discovery Elementary, resignation effective January 30, 2025.
5. Kirsten Van Heel, Nutrition Services Assistant at Buffalo Community Middle School, resignation effective February 20, 2025.
6. Kelly Davey, ECSE ESP, resignation effective February 27, 2025.
7. Kimberly Laumann, KidKare Supervisor, resignation effective February 27, 2025.

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

1. Samantha Schwarzkopf, Special Education ESP at Parkside Elementary, decrease from 32.5 to 27.5 hours/week, effective January 27, 2025.
2. Barbara Tummel, Special Education ESP at Buffalo High School, decrease from 31.25 to 30 hours/week, effective September 3, 2024.
3. Jesica Kidder, Nutrition Services at Buffalo Community Middle School, transfer from Assistant (36.25 hours/week) to Lead (37.5 hours/week), effective February 3, 2025. This is a replacement for Nancy Allen.
4. Brooke Wahlenberg, change in position from full-time to part-time Custodian at Discovery Elementary, effective January 27, 2025.
5. Dena Peavy, change in position from part-time to full-time Custodian at Discovery Elementary, effective January 27, 2025.
6. Julia Pearson-Sherman, transfer from KidKare Assistant to Supervisor, effective February 18, 2025.

7. Taylor Zachman, temporary transfer from KidKare Supervisor to substitute Lead Supervisor, effective on or about March 12, 2025 and ending on or about June 3, 2025. This is a replacement for Irina Anderson.

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

1. Justine Lee, Special Education Teacher at Discovery Elementary, date adjustment for leave of absence to effective February 3, 2025.
2. Jeanna Miller, Principal on Special Assignment at Buffalo High School, request for leave of absence effective January 21, 2025 and ending March 31, 2025.
3. Patricia Lammers, ECFE Teacher, request for leave of absence effective March 11, 2025 and ending March 25, 2025.
4. Patricia Lammers, ECFE Teacher, request for leave of absence effective April 7, 2025 and ending June 6, 2025.
5. Brenda Mengelkoch, Nutrition Services Assistant at Buffalo High School, request for leave of absence effective January 27, 2025 and ending February 28, 2025.
6. Kinsey Mens, Science Teacher at Buffalo High School, request for leave of absence effective August 25, 2025 and ending November 29, 2025.
7. Cyre Beamont, Quest Teacher at Parkside Elementary, date adjustment to leave of absence to ending March 7, 2025.

CONTRACTS – Approve the following contracts:

1. 2025-26 Master Agreement between Independent School District #877 and Education Minnesota – Buffalo, Educational Support Professionals, Local 7334, Affiliated with Education Minnesota, AFT, NEA, AFL-CIO.

B. Check Disbursements

Payroll checks # 9000168088 through 9000169965, and 206808 through 206825 amounting to \$2,871,678.76. P-card disbursement checks 8000003068 to 8000003102, totaling \$109,118.31. Bill-pay wires 8100002114 through 8100002147. Employee reimbursement checks 9100005667 through 9100005723 and Accounts Payable checks 407393 through 407663 for the period of December 3, 2024 – February 25, 2025 as follows:

01	GENERAL FUND	3,377,057.85
02	FOOD SERVICE	275,689.84
04	COMMUNITY SERVICE	179,823.26
05	CAPITAL OUTLAY	155,994.06
06	NEW BUILDING	0.00
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	16,906.17
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	221,055.74
47	DEBT REDEMPTION	0.00

51	ACTIVITIES	1,540.00
	TOTAL	\$4,228,066.92

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Jan. 20 - Feb. 13) is as follows:

Date	Vendor & Purpose	Amount
01/21/25	WEX – Flex/Health Insurance	\$ 3,664.88
01/21/25	MN Dept. of Revenue – Sales Tax	1,325.00
01/21/25	Alerus	472.00
01/21/25	BCBS - Health Insurance	845,158.93
01/21/25	Delta Dental – Dental Insurance	14,494.04
01/22/25	WEX – Flex/Health Insurance	1,798.76
01/22/25	Delta Dental – Dental Insurance	3,023.31
01/23/25	WEX – Flex/Health Insurance	5,313.06
01/23/25	Xcel Energy – Utility	465.65
01/24/25	WEX – Flex/Health Insurance	1,329.24
01/24/25	WEX – Flex/Health Insurance Admin Fee	2,212.75
01/27/25	WEX – Flex/Health Insurance	2,983.44
01/27/25	Delta Dental – Dental Insurance	11,136.85
01/28/25	WEX – Flex/Health Insurance	1,016.65
01/29/25	Bond Trust - \$41,500,000 2024 G.O. Bond	1,951,900.00
01/29/25	Bond Trust - \$32,620,000 2015 G.O. Bond	5,513,461.25
01/29/25	WEX – Flex/Health Insurance	208.34
01/30/25	District #877 Employees – Employee Reimbursement	1,553.06
01/30/25	Xcel Energy – Utility	36.89
01/30/25	WEX – Flex/Health Insurance	570.37
01/30/25	MN Teachers Retirement Association	243,228.27
01/30/25	District #877 Employees – Employee Reimbursement	79.73
01/30/25	MN Teachers Retirement Association	2,796.54
01/30/25	IRS USA Tax Pmt – Federal Taxes	465,171.38
01/30/25	District #877 Employees – Employee Payroll	1,467,888.41
01/30/25	MN Public Employees Retirement Association	91,358.97
01/31/25	MN Dept. of Revenue – State Taxes	76,325.95
01/31/25	Educators Benefit Consultants – Deferred Annuities	65,627.76
01/31/25	WEX – Flex/Health Insurance	14,087.14
01/31/25	District #877 Employees – Employee Payroll	2,218.56
02/03/25	Delta Dental – Dental Insurance	15,072.30
02/03/25	MN Public Employees Retirement Association	396.20
02/03/25	IRS USA Tax Pmt – Federal Taxes	580.63
02/03/25	MN Dept. of Revenue – State Taxes	63.32
02/04/25	WEX – Flex/Health Insurance	9,341.90
02/05/25	eBay	(423.09)
02/05/25	WEX – Flex/Health Insurance	409.05
02/06/25	WEX – Flex/Health Insurance	283.43
02/06/25	BMO Corporate MasterCard – P-Card	197,405.62
02/07/25	WEX – Flex/Health Insurance	1,672.00
02/10/25	Delta Dental – Dental Insurance	13,695.04
02/10/25	WEX – Flex/Health Insurance	979.34
02/10/25	FeePay - Community Ed Fee	4,953.00
02/11/25	WEX – Flex/Health Insurance	1,534.92

02/11/25	FeePay - Community Ed Fee	1,300.00
02/12/25	WEX – Flex/Health Insurance	554.75
02/13/25	WEX – Flex/Health Insurance	49.00
	Total	<u>\$ 11,038,774.59</u>

D. Minutes - January 27, 2025 Regular Meeting

Lawrence/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 \$6603.76.

Bjorklund/Honsey to approve
Motion carried 7-0

B. Out-of-State Trip - BHS Music Department to New York City, NY
Scott Rabehl, BHS Instrumental Music Teacher

Trip will take place during Spring Break Week with 75 Choir, Band and Orchestra students traveling to New York City, NY.

Honsey/Greig to approve
Motion carried 7-0

C. Resolution - Discontinuance of Contract
Evan Ronken, Director of Human Resources

RESOLUTION - DISCONTINUANCE OF CONTRACT

That the following substitute teachers, acting incumbents, yearly and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts. The Superintendent is directed to inform these staff members of their discontinuation and to express the District's thanks for their services:

<u>Substitute</u>	<u>Licensure</u>	<u>Yearly</u>
Krisi Lain	Timothy Snook	Arliss Wallenta
Sheila Kingry	Mary Kolodzik	Jacob Hockinson
Terri Brummer	Laura Ortega	Megan Felder
Elise Lubben	Jessica Rud	Ethan Preisler
Tracy Hulley	Nicole Oleson	
Lindsay Hourscht	Tamarah Baardson	
Ohnica Melenich	Julie Kirkpatrick	
Marcia Wold	Kimberly Freiberg	
Sharon Herzfeld	Margaret Hohenstein	

Jill Lubben
David Jungers
Kelsey Short
Katelyn Veches
Hannah Alexander
Aubrey Henrickson

Marci Weiche
Emily Grewe Mueller
Austin Willey
KellyAnn Lockrem
Katherine Hyams

Hoffman/Lawrence to approve
Motion carried 7-0

D. Resolution Directing the Administration to Make Recommendations Regarding the Reduction and/or Discontinuance of Programs and Positions and Reasons Therefore
Evan Ronken, Director of Human Resources

**RESOLUTION DIRECTING ADMINISTRATION TO MAKE
RECOMMENDATIONS REGARDING THE REDUCTION AND/OR
DISCONTINUANCE OF PROGRAMS AND POSITIONS AND REASONS
THEREFORE**

WHEREAS, there has been a reduction in overall student enrollment, and

WHEREAS, the decrease in student enrollment may necessitate the discontinuance or reduction of programs and/or the discontinuance or reduction of positions, and

WHEREAS, a determination must be made as to whether programs or positions must be reduced and/or discontinued,

BE IT RESOLVED, by the School Board of Independent School District #877, as follows:

That the School Board hereby directs the Superintendent and Administration to consider the discontinuance and/or reduction of programs or positions as a result of a reduction in enrollment and make recommendations to the School Board for the discontinuance of programs, reduction of programs, discontinuance of positions, or the reduction of positions.

Lawrence/Smude to approve
Motion carried 7-0

6. REPORTS

A. 2025-26 Capital Outlay and Long-Term Facilities Maintenance Requests
Tim Helppi, Director of Buildings and Grounds

Tim Helppi shared the list of capital facilities and long-term facilities maintenance requests gathered from staff at each district site. Lists will be reviewed and the final list of requests will be presented for approval at the April meeting.

B. Annual Radon Testing

Tim Helppi, Director of Buildings and Grounds

Radon testing was conducted at Buffalo High School in December through January using 239 test kits in 207 locations. Radon levels are below the action levels set the by Minnesota Department of Health and the EPA. Therefore, no mitigation efforts are required. Sites are on a five-year rotation.

C. American Indian Annual Compliance/Vote of Concurrence

Pam Miller, Director of Teaching and Learning

The BHM American Indian Parent Adviosry Committee met on January 27, 2025 and issued a vote of concurrence for 2025. The necessary documentation will be submitted to MDE.

D. 2nd Semester Class Size Report

Scott Thielman, Superintendent

Current average class sizes are 21.7 at the elementary level, 27.1 at the middle school level and 26.9 at the high school level.

7. COMMITTEE REPORTS

AL – 877 Foundation

SS – United for Youth

BS - WTC

8. SUPERINTENDENT'S REPORT

9. ADJOURN

Greig/Hoffman to adjourn at 7:35 pm

Motion carried 7-0

Respectfully submitted,

Amanda Lawrence, Clerk
ISD 877 Board of Education