

Buffalo-Hanover-Montrose Schools  
School Board Meeting  
Monday, March 24, 2025  
Board Room  
214 - 1st Ave NE  
Buffalo, MN 55313  
7:00 PM  
Public Comment Session  
6:30 PM

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## MINUTES

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

Present: Bob Sansevere, Amanda Lawrence, Sheila Smude, Angie Greig, Mike Honsey

Absent: Matt Hoffman, Adam Bjorklund

### 2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Lawrence/Honsey to approve

Motion carried 5-0

### 3. COMMUNICATIONS

A. Student Council Report

Lucas Lawrence, Student Council Representative to the BOE

Into the third trimester. Spring activities have started. Unified Music performed at the State Capital. Night Out for Music took place on Saturday. Last week was Unlock your future week with representatives from various colleges and some trades opportunities. Unified Week will take place April 14-18 with a Polar Plunge. Hoofprint comes out tomorrow. Spring Break is next week.

B. Proud Of

1. Ryan Babatz, who placed 2nd in the State Wrestling Tournament.

2. BHS Boys Swim and Dive Team members who qualified for the State Swim and Dive Meet: Mason Pilcher in the 100 backstroke, Trent Strome, James Lemus, Rylan Close and Cameron Cich in the 200 freestyle, James Lemus, Rylan Close, Cameron Cich and Jacob Crosland in the 400 relay, Rylan Close in the 50 freestyle and 100 butterfly, James Lemus in the 100 freestyle and Mason Evenson in diving. Mason Evenson took 2nd place at state. This is the first time the BHS Boys Swim and Dive Team has won the Section Title.

3. BHS Business Professionals of America (BPA) members who placed in the top 10 at the State Leadership Conference - Kylie Kelm placed 1st in Integrated Office Apps; Luke Gramstad placed 3rd in Admin Support Research; Emmerson Breyer placed 4th in Graphic Design Promotion; Emmerson Breyer and Daniel Jungwirth placed 4th in Website Design; Kumail Akram, Natalie Desmarais and Cecily Holmberg placed 5th in Econ Research; Kylie Kelm placed 6th in

Fundamental Word Processing; Natalie Desmarais placed Top 10 in Banking and Finance and Luke Gramstad placed Top 10 in Economic Research. Kylie Kelm and Luke Gramstad earned a spot at the BPA National Leadership Conference.

4. Collin Hoffman and Gavin Collins for the 2<sup>nd</sup> place finish in the Fortnight Esports State Tourney.

C. Board Calendar Dates

1. Monday, April 14, 2025 Board Workshop 4:30 pm Board Room at DC
2. Saturday, April 26, 2025 ECFE Family Fair 10 am -12:30 pm DES Gym
3. Monday, April 28, 2025 Public Comment Session 6:30 pm Board Room at DC
4. Monday, April 28, 2025 Board Meeting 7:00 pm Board Room at DC

D. Overnight Trip - FFA to State Convention April 28-29, 2025 at U of M.

4. CONSENT AGENDA

A. Personnel

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

1. Anna Bartels, School Psychologist at Parkside Elementary and Montrose Elementary School of Innovation, effective August 18, 2025. This is a replacement for Matthew Tibbetts.
2. Krisi Lain, long-term substitute Guidance Counselor at Buffalo Community Middle School, effective on or about April 22, 2025 and ending June 6, 2026. This is a replacement for Ashley Kamphenkel
3. DeAnna Hilger, Special Education ESP at Northwinds Elementary, effective March 10, 2025.
4. Nancy Salomon, ECSE ESP, effective March 21, 2025.

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

1. Pam Melenich, DAPE Teacher, retirement effective June 6, 2025, and resignation as KidKare Supervisor, effective June 4, 2025.
2. Karen Schultz, School Nurse at Buffalo High School, retirement effective June 6, 2026.
3. Sandra Weldele, ESP at Buffalo Community Middle School, retirement effective June 5, 2025.
4. Lori Lipinski, ECSE ESP, retirement effective June 5, 2025.
5. Christine Hafften, ESP at Buffalo Community Middle School, retirement effective June 5, 2025.
6. Lori Rankila, District-wide ESP-COTA, retirement effective June 5, 2025.
7. Erin Gaffaney, Choir Teacher at Buffalo Community Middle School, resignation effective June 6, 2025.
8. Stacy Rutten, Elementary Teacher, resignation effective June 6, 2025.
9. Alisa Ireland, English Teacher at Buffalo Community Middle School, resignation effective June 6, 2025.
10. Christy Merkl, 3<sup>rd</sup> Grade Teacher at Parkside Elementary, resignation effective June 6, 2025.
11. Jolene Sorenson, Social Studies Teacher at Buffalo Community Middle School, resignation effective June 6, 2025.

12. Tristan Baker, AVID Tutor at Buffalo Community Middle School, resignation effective March 4, 2025.
13. Renee Wyffels, AVID Tutor at Buffalo High School, resignation effective March 4, 2025.
14. Victoria Iyiola, Nutrition Services Assistant at Buffalo Community Middle School, resignation effective March 21, 2025.
15. Jason Schatzley, District Wide Grounds, resignation effective March 20, 2025.
16. Paola Linares-Santiago, Special Education ESP at Northwinds Elementary, resignation effective April 18, 2025.
17. Jorie Murray, ESP at Parkside Elementary, resignation effective March 28, 2025.

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

1. Kristina Stoldt, transfer from Special Education Teacher at Montrose Elementary School of Innovation to Special Education Evaluator, effective August 25, 2025. This is a replacement for Tamra Jacobs.
2. Amy Kotish, AVID Tutor at Buffalo High School, decrease from 11 to 3 hours/week, effective March 18, 2025.
3. Kristin Grangroth, Special Education ESP at Northwinds Elementary, increase from 25 to 30 hours/week, effective February 24, 2025.
4. Todd Owens, Special Education ESP at Tatanka Elementary STEM School, decrease from 32.5 to 31.25 hours/week, effective February 24, 2025.
5. Jacob Braun, Special Education ESP at Buffalo High School, increase from 31.25 to 32.5 hours/week, effective March 10, 2025.
6. Janessa Cardinal, ECFE Classroom Assistant at Tatanka Elementary STEM School, decrease from 32.5 to 30 hours/week, effective March 17, 2025.
7. Stephanie Adelman, ECFE Teacher, increase from .971 to .988 FTE effective March 11, 2025 and ending May 20, 2025.
8. Nicole Tuchscherer, ECFE Teacher, increase from .534 to .587 FTE, effective March 11, 2025 and ending May 20, 2025.
9. Ohnica Melenich, long-term substitute Special Education Teacher at Montrose Elementary School of Innovation, change end date from March 24, 2025 to June 6, 2025.
10. Jason Schatzley, transfer from 2<sup>nd</sup> Shift Custodian to District-Wide Grounds Custodian effective March 17, 2025.
11. Matt Lubben, change in assignment from .2 FTE Principal at Buffalo Community Middle School and .8 FTE Principal at Parkside Elementary, to 1.0 Principal at Buffalo Community Middle School, effective April 7, 2025

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

1. Sara Rehnstrand, 5<sup>th</sup> Grade Teacher at Tatanka Elementary STEM School, request for leave of absence, effective August 25, 2025 and ending June 5, 2026.

2. Taina Santiago, ESP at Buffalo High School, request for leave of absence, effective September 2, 2025 and ending October 31, 2025.
3. Brenda Mengelkoch, Nutrition Services Assistant at Buffalo High School, date adjustment to request for leave of absence, to ending March 28, 2025.
4. Holly Paczkowski, Special Education Teacher at Montrose Elementary School of Innovation, date adjustment to request for leave of absence to ending June 6, 2025.
5. Cyrena Beaumont, Quest Teacher at Parkside Elementary, date adjustment to request for leave of absence to ending April 18, 2025.

#### B. Check Disbursements

Payroll checks # 9000169966 through 9000171796, and 206826 through 206837 amounting to \$2,747,687.07. P-card disbursement checks 8000003103 to 8000003138, totaling \$197,405.62. Bill-pay wires 8100002148 through 8100002177. Employee reimbursement checks 9100005724 through 9100005793 and Accounts Payable checks 407664 through 407887 for the period of January 6, 2025 – March 19, 2025 as follows:

01	GENERAL FUND	4,002,082.20
02	FOOD SERVICE	454,161.87
04	COMMUNITY SERVICE	157,111.67
05	CAPITAL OUTLAY	161,936.72
06	NEW BUILDING	196,422.89
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	36,752.72
16	ALTERNATIVE FACILITIES	.00
45	POST EMP BENEFITS IRREV TRU	45,007.11
47	DEBT REDEMPTION	0.00
51	<u>ACTIVITIES</u>	<u>2,237.98</u>
	TOTAL	\$5,055,713.16

#### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Feb. 14 - Mar. 16) is as follows:

<b>Date</b>	<b>Vendor &amp; Purpose</b>	<b>Amount</b>
02/14/25	WEX – Flex/Health Insurance	\$ 3,188.53
02/14/25	Cash Management Service Fee - MSDLAF	28.88
02/14/25	MN Teachers Retirement Association	242,358.19
02/14/25	MN Public Employees Retirement Association	80,415.87
02/14/25	District #877 Employees – Employee Payroll	1,390,499.35
02/14/25	IRS USA Tax Pmt – Federal Taxes	440,828.35
02/18/25	WEX – Flex/Health Insurance	12,264.06
02/18/25	MN Dept. of Revenue – State Taxes	71,611.46
02/18/25	Educators Benefit Consultants – Deferred Annuities	64,924.31

02/18/25	Delta Dental – Dental Insurance	11,333.19
02/19/25	WEX – Flex/Health Insurance	3,329.46
02/19/25	District #877 Employees – Employee Reimbursement	3,204.43
02/20/25	Alerus	508.00
02/20/25	MN Dept. of Revenue – Sales Tax	810.00
02/21/25	BCBS - Health Insurance	870,842.50
02/21/25	WEX – Flex/Health Insurance	770.02
02/21/25	Delta Dental – Dental Insurance	3,044.79
02/24/25	Delta Dental – Dental Insurance	9,433.04
02/24/25	WEX – Flex/Health Insurance	272.97
02/25/25	Xcel Energy – Utility	653.56
02/25/25	WEX – Flex/Health Insurance Admin Fee	2,228.75
02/25/25	WEX – Flex/Health Insurance	3,687.91
02/26/25	WEX – Flex/Health Insurance	200.00
02/27/25	WEX – Flex/Health Insurance	832.95
02/28/25	District #877 Employees – Employee Payroll	1,409,163.95
02/28/25	MN Teachers Retirement Association	242,267.58
02/28/25	MN Public Employees Retirement Association	84,849.56
02/28/25	IRS USA Tax Pmt – Federal Taxes	450,289.26
03/03/25	Delta Dental – Dental Insurance	13,924.35
03/03/25	MN Dept. of Revenue – State Taxes	73,092.21
03/03/25	WEX – Flex/Health Insurance	11,779.87
03/03/25	Educators Benefit Consultants – Deferred Annuities	65,350.29
03/04/25	Xcel Energy – Utility	58.58
03/04/25	WEX – Flex/Health Insurance	2,702.04
03/05/25	District #877 Employees – Employee Reimbursement	2,748.06
03/05/25	WEX – Flex/Health Insurance	78.68
03/05/25	eBay	(325.77)
03/06/25	BMO Corporate MasterCard – P-Card	160,986.42
03/06/25	WEX – Flex/Health Insurance	1,995.38
03/07/25	WEX – Flex/Health Insurance	203.22
03/10/25	Delta Dental – Dental Insurance	16,479.57
03/10/25	WEX – Flex/Health Insurance	571.00
03/10/25	FeePay - Community Ed Fee	5,258.64
03/11/25	WEX – Flex/Health Insurance	1,064.12
03/11/25	FeePay - Community Ed Fee	1,300.00
03/12/25	WEX – Flex/Health Insurance	562.34
03/13/25	WEX – Flex/Health Insurance	116.45
03/14/25	District #877 Employees – Employee Payroll	1,334,010.83
03/14/25	MN Teachers Retirement Association	237,792.24
03/14/25	MN Public Employees Retirement Association	76,158.57
03/14/25	IRS USA Tax Pmt – Federal Taxes	421,963.89
03/14/25	WEX – Flex/Health Insurance	357.47
03/14/25	Cash Management Service Fee - MSDLAF	36.30
	Total	<u><u>\$ 7,832,105.67</u></u>

D. Minutes - February 24, 2025 Regular Meeting

Smude/Lawrence to approve

Motion carried 5-0

5. ACTION ITEMS

A. Appointment of Parkside Elementary School Principal - Jake Hockinson

Evan Ronken, Director of Human Resources and Pam Miller, Director of Teaching and Learning

Appointment is effective April 7, 2025. Comes from Waconia school district and has served for the past two years as Dean of Students in our district. Comments shared – unifying, collaborative, strong in instructional systems. Phenomenal human being and very collaborative. Brings people together and builds trust through listening.

Believes that all students and all staff can be successful.

Honsey/Lawrence to approve

Motion carried 5-0

B. 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 \$9655.

Smude/Greig to approve

Motion carried 5-0

C. International Trip - Germany

Scott Thielman, Superintendent

Fourteen students will travel to Germany this summer.

Honsey/Lawrence to approve

Motion carried 5-0

D. K-4 Science Curriculum Adoption Proposal

Pam Miller, Director of Teaching and Learning

Recommend to move to Mystery Science Access.

Lawrence/Greig to approve

Motion carried 5-0

E. World Language Curriculum Adoption Proposal

Pam Miller, Director of Teaching and Learning

Recommendations for new resources for World Language.

Lawrence/Honsey to approve

Motion carried 5-0

F. Math Curriculum and Adoption Proposal - Addendum

Pam Miller, Director of Teaching and Learning

This is the final component of the Math CAP - Pre-Calculus and Calculus

Greig/Honsey to approve

Motion carried 5-0

G. Policy Updates

Scott Thielman, Superintendent

1. Policy 413 - Harassment and Violence – updates definition of “disability”

Lawrence/Smude to approve

Motion carried 5-0

2. Policy 512 - School Sponsored Student Publications and Activities – removes language at odds with MN Statutes 121A.80

Greig/Honsey to approve

Motion carried 5-0

3. Policy 704 - Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System – updates GASB guidance on asset capitalization

Honsey/Greig to approve

Motion carried 5-0

H. Revised Stipend and Reimbursement Guidelines for Board Members

Scott Thielman, Superintendent

Removes the limit of only claiming 2 meetings per day for stipend pay.

Smude/Greig to approve

Motion carried 5-0

## 6. REPORTS

A. Out-of-State Trip - BPA to Florida

Mark Tuchscherer, BHS Business Ed Teacher

Two students qualified for the National Conference May 7-9, 2025.

## 7. COMMITTEE REPORTS

SS – CEAC

MH – 877 Foundation

AG – CTLC

AL – NWSISD, 877 Foundation

## 8. SUPERINTENDENT'S REPORT

AMSD Day at the State Capitol -met with legislators regarding school funding

## 9. ADJOURN

Lawrence/Honsey to adjourn at 7:35 pm

Motion carried 5-0

Respectfully submitted,

Amanda Lawrence, Clerk  
ISD 877 Board of Education