

Buffalo-Hanover-Montrose Schools
School Board Meeting
Monday, August 25, 2025
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

MINUTES

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

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

2. PRELIMINARY ACTIONS

- A. Pledge of Allegiance
- B. Approval of Agenda

Smude/Greig to approve

Motion carried 6-0

3. COMMUNICATIONS

A. Board Calendar Dates

- 1. Thursday, August 28, 2025 District Welcome Back 12:30 pm BHS PAC
- 2. Monday, September 8, 2025 Board Workshop 4:30 pm MESI
- 3. Monday, September 22, 2025 Public Comment Session if Needed 6:30 pm
Board Room at DC
- 4. Monday, September 22, 2025 Board Meeting 7:00 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. Miranda Weber, ECSE Teacher, effective August 18, 2025. This is a replacement for Barbara Eckberg and a transfer from ECFE.
- 2. Paul Nienaber, Special Education Teacher at Buffalo High School, effective August 18, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a replacement for Kara Radke.
- 3. Christopher Beard, 5th Grade Teacher at Tatanka Elementary STEM School, effective August 18, 2025. This is a replacement for Brittany Pepin.
- 4. Mary Stettner, 5th Grade Teacher at Tatanka Elementary STEM School, effective August 18, 2025. This is a replacement for Kim Sonju-Zrust.
- 5. McKenna Buerck, Occupational Therapist, effective August 18, 2025.
- 6. Timarie Leahy, Elementary School Nurse, effective August 18, 2025. This is a replacement for Heidi Gallart.

7. Cassandra Byrne, School Nurse at Buffalo High School, effective August 18, 2025. This is a replacement for Karen Schultz.
8. Aubrey Henrickson, Special Education Teacher at Tatanka Elementary STEM School, effective August 18, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a replacement for Cassandra Olson.
9. Charlotte Eichenberg, FACS Teacher at Buffalo High School, effective August 18, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a replacement for Ashley Lostetter.
10. Mary Kolodzik, Special Education Teacher at Buffalo High School, effective August 25, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a replacement for Emily Schumacher.
11. Loren Sohler, Social Studies Teacher at Buffalo High School, effective August 18, 2025. This is a replacement for Michael Curry.
12. David Schmidt, Special Education Teacher at Parkside Elementary, effective August 18, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a replacement for Michelle Ryder.
13. Julie Kirkpatrick, long-term substitute 2nd Grade Teacher at Hanover Elementary, effective August 25, 2025 and ending October 10, 2025.
14. Danette Melsness, Special Education ESP at Buffalo Community Middle School, effective September 2, 2025. This appointment is contingent upon agreement between ISD #877 and Education MN-Buffalo Educational Support Professionals, Local #7334, extending a probationary period.
15. Andrea Nienaber, Special Education ESP at Buffalo High School, effective September 2, 2025. This is a replacement for Vicki White.
16. Andrea Krinke, ESP at Buffalo High School, effective September 2, 2025.
17. Elizabeth Votava, ESP at Buffalo High School, effective September 2, 2025. This is a replacement for Jada Aalid.
18. Raquel Groetken, ESP at wRight Choice, effective September 2, 2025.
19. Taylor, Klingbeil, Special Education ESP at Buffalo Community Middle School, effective September 2, 2025. This is a replacement for Blake Trout.
20. Jonathon Annen, Special Education ESP at Buffalo Community Middle School, effective September 2, 2025. This is a replacement for Sandy Weldele.
21. James Lindquist, Special Education ESP at Buffalo Community Middle School, effective September 2, 2025. This is a replacement for Nancy Tillus.
22. Robin Reinking, Special Education ESP at Hanover Elementary, effective September 2, 2025.
23. Alyssa Larsen, Special Education ESP at Parkside Elementary, effective September 2, 2025. This appointment is contingent upon agreement between ISD #877 and Education MN-Buffalo Educational Support Professionals, Local #7334, extending a probationary period.
24. Tammie Jo Cook, ESP at Parkside Elementary, effective September 2, 2025. This appointment is contingent upon agreement between ISD #877 and Education MN-Buffalo Educational Support Professionals, Local #7334, extending a probationary period. This is a replacement for YoungRan Yu.

25. Rebekah McShane, ESP at Parkside Elementary, effective September 2, 2025. This is a replacement for Mary Radtke.
26. Madelynn Thomas, Special Education ESP at Northwinds Elementary, effective September 2, 2025. This is a replacement for Deanna Hilger.
27. Amber Schmid, Special Education ESP at Northwinds Elementary, effective September 2, 2025. This is a replacement for Danette Melsness.
28. Amanda Isaacs, ECSE ESP at Parkside Elementary, effective September 2, 2025. This is a replacement for Tatiana deOliviera.
29. Cody Trottier, Nutrition Services Assistant at Buffalo Community Middle School, effective August 25, 2025. This is a replacement for Jesica Kidder.
30. Chelsey Albee, Nutrition Services Assistant at Discovery Elementary, effective August 25, 2025. This is a replacement for Lauri Kittock.
31. Jason Ash, 2nd Shift Custodian at Montrose Elementary School of Innovation, effective August 6, 2025. This is a replacement for Nathan Cardinal.
32. Carrie Beyer, Nutrition Services Assistant at Buffalo Community Middle School, effective August 25, 2025. This is a replacement for Kirsten VanHeel.
33. Kaitlyn Ostrander, Nutrition Services Assistant at Montrose Elementary School of Innovation, effective August 25, 2025. This is a replacement for Samantha Jones.
34. Rachel Galle, Nutrition Services Assistant at Buffalo High School, effective August 25, 2025. This is a replacement for Brenda Mengelkoch.
35. Emily Daluge, Nutrition Services Assistant at Hanover Elementary, effective August 25, 2025. This is a replacement for LouAnn Karels.
36. Megan Brown, Nutrition Services Assistant at Northwinds Elementary, effective August 25, 2025. This is a replacement for Ann Brown.
37. Lori Steinhibel, KidKare Supervisor, effective September 2, 2025.
38. Rebecca Braith, KidKare Supervisor, effective September 2, 2025.
39. Elizabeth Demgen, KidKare Supervisor, effective September 2, 2025.
40. Karen Moline, KidKare Supervisor, effective September 2, 2025.
41. Bette Koepsell, KidKare Supervisor, effective September 2, 2025.
42. Carter Schmidt, KidKare Supervisor, effective September 2, 2025.
43. Dorothy Marschel, KidKare Supervisor, effective September 2, 2025.
44. Hailey Drewes, KidKare Assistant, effective September 2, 2025.
45. Olivia Green, KidKare Assistant, effective September 2, 2025.
46. Elsee Rausch, KidKare Assistant, effective September 2, 2025.
47. Rayna Anderson, KidKare Assistant, effective September 2, 2025.
48. Arliss Wallenta, part-time (.415 FTE) Title I Teacher, effective August 25, 2025. This position is located at St. Francis Xavier School.
49. Carrie Pope, Nutrition Services Assistant at Buffalo High School, effective August 25, 2025. This is a replacement for Courtney Wychgram.

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

1. Kimberly Sonju-Zrust, retirement effective June 6, 2025.

2. Anita Underberg, Administrative Assistant to the Superintendent and Board of Education, retirement effective September 23, 2025.
3. Anastasia Nelson, 1st Grade Teacher at Tatanka Elementary STEM School, resignation effective June 6, 2025.
4. Michael Curry, Social Studies Teacher at Buffalo High School, resignation effective June 6, 2025.
5. Breanna Macheel, School Nurse at Buffalo High School, resignation effective August 4, 2025.
6. Michelle Ryder, Special Education Teacher at Parkside Elementary, resignation effective June 6, 2025. This resignation is accepted pending hire of a suitable replacement.
7. Grace McCoy, Building Secretary at Parkside Elementary, resignation effective June 2, 2025.
8. Jennifer Rabon, ECFE Classroom Assistant, resignation effective May 23, 2025.
9. Alicia Meyer, ECSE ESP at Parkside Elementary, resignation effective June 5, 2025.
10. Kelly Cwik, ECSE/Transportation ESP at Montrose Early Education Center, resignation effective June 5, 2025.
11. Dave Schrupp, 2nd Shift Custodian at Northwinds Elementary, retirement effective September 30, 2025.
12. Krystin Willman, KidKare Supervisor, resignation effective August 21, 2025.
13. Samantha Jones, KidKare Assistant, resignation effective August 8, 2025.
14. Fayrouz Sonbol, KidKare Assistant, resignation effective August 22, 2025.
15. Destiny Boll, KidKare Assistant, resignation effective July 10, 2025.
16. Madelyn Lindberg, KidKare Assistant, resignation effective August 19, 2025.
17. Ryan Giddings, KidKare Assistant, resignation effective August 22, 2025.
18. Connie Wrightsman, Benefits/Business Office Assistant, resignation effective September 4, 2025.
19. Thomas Kottke, District-wide Custodian Specialist, termination effective August 4, 2025.
20. Nancy Salomon, ECSE ESP, termination effective June 5, 2025.

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

1. Becky Karna, Business Teacher at Buffalo High School, teach one additional section, effective for the 2nd trimester, December 2, 2025 through March 9, 2026.
2. Marc Mens, English Teacher at Buffalo High School, teach one additional section as Advisory TOSA, effective for the first trimester, September 2, 2025 through December 1, 2025.
3. Tatiana Oliveira, Special Education ESP, transfer from ECSE to Northwinds Elementary, effective September 2, 2025.
4. Kimberly Lauman, ESP at Tatanka Elementary STEM School, decrease from 35 to 33.75 hours/week, effective September 2, 2025.

5. Todd Owens, ESP at Tatanka Elementary STEM School, increase from 31.25 to 32.5 hours/week, effective September 2, 2025.
6. Susanne Blevins, ESP at Tatanka Elementary STEM School, decrease from 35 to 33.75 hours/week, effective September 2, 2025.
7. Bette Koepsell, ESP at Tatanka Elementary STEM School, decrease from 32.5 to 31.25 hours/week, effective September 2, 2025.
8. Tonya Russell, Special Education ESP at Tatanka Elementary STEM School, decrease from 26.25 to 25 hours/week, effective September 2, 2025.
9. Courtney Adair, ESP at Tatanka Elementary STEM School, decrease from 37.5 to 35 hours/week, effective September 2, 2025.
10. Zarie Smith, ECSE/Transportation ESP, decrease from 31.25 to 20.75 hours/week, effective September 2, 2025.
11. Myrna Tjaden, ELD ESP, transfer from Buffalo High School to Buffalo Community Middle School and Tatanka Elementary STEM School, effective September 2, 2025.
12. Thomas Melenich, 2nd Shift Custodian at Northwinds Elementary, transfer from part-time to full-time, effective September 30, 2025. This is a replacement for Dave Schrupp.
13. Olivia Green, KidKare Assistant, increase from 10 to 17.5 hours/week, effective September 2, 2025.

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

1. Cassandra Price, 1st/2nd Grade Looping Teacher at Hanover Elementary, date adjustment to leave of absence to ending October 10, 2025.
2. Blake Trout, ESP at Buffalo Community Middle School, request for leave of absence, effective September 2, 2025 and ending June 4, 2026.

B. Check Disbursements

Payroll checks # 9000177949 through 9000179156, and 206868 through 206886 amounting to \$1,285,488.91. P-card disbursement checks 8000003278 to 8000003337, totaling \$258,900.58. Bill-pay wires 8100002268 through 8100002305. Employee reimbursement checks 9100005987 through 9100006022 and Accounts Payable checks 408879 through 409181 for the period of June 2, 2025 – August 20, 2025 as follows:

01	GENERAL FUND	3,658,184.36
02	FOOD SERVICE	81,337.77
04	COMMUNITY SERVICE	231,747.05
05	CAPITAL OUTLAY	636,216.87
06	NEW BUILDING	5,487,791.14
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	55,649.16
16	ALTERNATIVE FACILITIES	0.00
45	POST EMP BENEFITS IRREV TRU	75,676.91
47	DEBT REDEMPTION	0.00
51	ACTIVITIES	0.00
	TOTAL	\$10,226,603.26

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of July 8 - August 7) is as follows:

Date Vendor & Purpose	Amount
07/08/25 BMO Corporate MasterCard – P-Card	\$ 98,342.44
07/08/25 Delta Dental – Dental Insurance	14,651.27
07/08/25 FeePay - Communtiy Ed Fee	7,105.76
07/08/25 WEX – Flex/Health Insurance	178.95
07/09/25 FeePay - Communtiy Ed Fee	1,450.00
07/09/25 WEX – Flex/Health Insurance	39.90
07/10/25 WEX – Flex/Health Insurance	1,659.60
07/11/25 Xcel Energy – Utility	682.14
07/14/25 Delta Dental – Dental Insurance	8,269.03
07/14/25 Delta Dental – Dental Insurance	1,521.60
07/14/25 WEX – Flex/Health Insurance	223.97
07/15/25 Cash Management Service Fee	31.03
07/15/25 District #877 Employees – Employee Payroll	420,027.27
07/15/25 IRS USA Tax Pmt – Federal Taxes	128,736.22
07/15/25 MN Public Employees Retirement Association	39,896.89
07/15/25 MN Teachers Retirement Association	38,324.67
07/15/25 WEX – Flex/Health Insurance	31.91
07/16/25 District #877 Employees – Employee Reimburse	686.83
07/16/25 Educators Benefit Consultants – Defer Annuities	17,047.21
07/16/25 MN Dept. of Revenue – State Taxes	21,343.67
07/16/25 WEX – Flex/Health Insurance	2,326.25
07/17/25 WEX – Flex/Health Insurance	3,131.10
07/18/25 MN Dept. of Revenue – Sales Taxes	2,025.00
07/18/25 WEX – Flex/Health Insurance	4,417.57
07/21/25 Alerus	538.00
07/21/25 Delta Dental – Dental Insurance	15,088.29
07/21/25 WEX – Flex/Health Insurance	224.00
07/22/25 BCBS - Health Insurance	825,886.53
07/22/25 Delta Dental – Dental Insurance	3,012.57
07/22/25 WEX – Flex/Health Insurance	63.77
07/23/25 WEX – Flex/Health Insurance	45.81
07/24/25 WEX – Flex/Health Insurance	14.19
07/25/25 WEX – Flex/Health Insurance	(15.04)
07/25/25 WEX – Payment	2,208.75
07/28/25 Delta Dental – Dental Insurance	12,002.76
07/28/25 WEX – Flex/Health Insurance	(285.00)
07/29/25 Bond Trust – \$32,620,000 2015 G.O. Bond	402,936.25
07/29/25 Bond Trust – \$41,500,000 2024 G.O. Bond	957,650.00
07/29/25 WEX – Flex/Health Insurance	3,254.05
07/30/25 District #877 Employees – Employee Payroll	401,657.53

07/30/25 District #877 Employees – Employee Reimbursement	451.41
07/30/25 District #877 Employees – Employee Reimbursement	478.03
07/30/25 IRS USA Tax Pmt – Federal Taxes	123,316.68
07/30/25 MN Public Employees Retirement Association	39,791.04
07/30/25 MN Teachers Retirement Association	35,282.09
07/30/25 WEX – Flex/Health Insurance	448.35
07/31/25 Educators Benefit Consultants – Deferred Annuities	17,431.30
07/31/25 MN Dept. of Revenue – State Taxes	20,475.34
07/31/25 WEX – Flex/Health Insurance	1,201.25
08/01/25 WEX – Flex/Health Insurance	137.65
08/01/25 Xcel Energy – Utility	8.69
08/04/25 Delta Dental – Dental Insurance	12,236.28
08/04/25 WEX – Flex/Health Insurance	130.00
08/05/25 BMO Corporate MasterCard – P-Card	160,558.14
08/05/25 WEX – Flex/Health Insurance	167.17
08/06/25 eBay	(23.92)
08/06/25 IA Fees	91.36
08/07/25 WEX – Flex/Health Insurance	743.70
Total	\$ 3,849,357.30

D. Minutes - July 14, 2025 Regular Meeting
Honsey/Bjorklund to approve
Motion carried 6-0

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 \$15084.65.

Lawrence/Smude to approve
Motion carried 6-0

B. Bid Award - Discovery Elementary Mechanical Upgrades

Tim Helppi, Director of Buildings and Grounds

Bid for DES mechanical upgrades were opened on August 7, 2025. This includes 10 bid packages. Budget was for approximately \$4 million and bid came in at \$2,795,476. Two bids were not qualified and asked to be retracted.

Bjorklund/Lawrence Moved to award the bids for DES Mechanical Upgrades as follows:

\$ 92,900 Carpentry
\$ 51,944 Architectural Woodwork
\$ 8,252 Doors, Frames and Hardware
\$ 72,000 Gypsum System
\$ 74,900 Acoustical Ceilings
\$ 33,900 Flooring Covering
\$112,030 Painting

\$ 47,550 Fire Suppression
\$1,975,00 Plumbing & HVAC
\$ 327,000 Electrical

Motion carried 6-0

C. 2025-26 Handbooks - BHS, BCMS, Elementary, ECFE/ECSE, KidKare and Volunteer

Scott Thielman, Superintendent

Bison Online Handbook is included as part of the BHS handbook. No revisions since they were presented at the August workshop.

Smude/Lawrence to approve

Motion carried 6-0

D. Out-of-State Trips

Scott Thielman, Superintendent

1. FFA to Madison WI
2. FFA to River Falls WI
3. FFA to Indiana

Honsey/Lawrence to approve

Motion carried 6-0

E. Language Access Plan

Amy Ernst, Director of Special Services

Information was shared at the August workshop.

Lawrence/Greig to approve

Motion carried 6-0

F. Designation of Identified Official with Authority (IOwA)

Scott Thielman, Superintendent

Superintendent Scott Thielman is recommended to act as the Identified Official with Authority (IOwA) for ISD #877.

Greig/Honsey to approve

Motion carried 6-0

G. 2025-26 BOE Meeting Calendar Revision

Scott Thielman, Superintendent

This changes the locations for the October (to Northwinds Elementary) and May (to Tatanka Elementary STEM School) board workshops to accommodate parent-teacher conferences.

Bjorklund/Smude to approve

Motion carried 6-0

H. Policies Requiring Annual Review

Scott Thielman, Superintendent

1. #506 Student Discipline
2. #722 Public Data and Data Subject Requests
3. #806 Crisis Management

These policies require annual review. No revisions.

Honsey/Bjorklund to approve

Motion carried 6-0

I. Policies Requiring 5-Year Review

Scott Thielman, Superintendent

1. #202 School Board Officers
2. #214 Out-of-State Travel by School Board Members
3. #412 Expense Reimbursement
4. #502 Search of Student Lockers, Desks, Personal Possessions and Student's Person
5. #516.1 Use of Potassium Iodide (K1) in the Unlikely Event of a Nuclear
Generating Plant Event
6. #526 Hazing Prohibition
7. #550 Students with Food Allergies/Special Dietary Needs
8. #640 Animals in the School Setting
9. #807 Health and Safety

According to District policy, policies are reviewed every five years. No substantial revisions are being made so approval can take place at one meeting.

Lawrence/Smude to approve

Motion carried 6-0.

J. New Policy #612.1 Development of Parent and Family Engagement Policies for Title I Programs

Scott Thielman, Superintendent

Practices are in place at Title I sites.

Lawrence/Honsey to approve

Motion carried 6-0

6. REPORTS

A. Levy Process and Timelines

Ryan Tangen, Director of Finance and Operations

Levy information will be presented at September workshop and for approval at meeting.

The levy is reliant on ADMs. New ability to levy for roofing is included. Working to balance the tax impact for taxpayers. Truth and Taxation hearing is scheduled for the December 8th board meeting.

7. COMMITTEE REPORTS

SS – Teacher Negotiations

BS – Teacher Negotiations

AG – Safe Schools

8. SUPERINTENDENT'S REPORT

AMSD legislative platform

Teachers are back today. Last week sessions for new teachers and all ESPs were held.

Anxious for students to start next week. All Staff Welcome back is this Thursday.

9. CLOSED SESSION - Negotiations

Smude/Lawrence moved to go into closed session at 7:37 pm

Honsey/Lawrence moved to come out of closed session at 7:55 pm

10. ADJOURN

Honsey/Smude moved to adjourn at 7:56 pm

Respectfully submitted,

Amanda Lawrence, Clerk
ISD 877 Board of Education