

Buffalo-Hanover-Montrose Schools
School Board Meeting
Monday, August 24, 2026
Regular Meeting
Board Room
214 - 1st Ave NE
Buffalo, MN 55313
7:00 PM

MINUTES

1. CALL TO ORDER by Chair Bob Sansevere at 7:00 PM AND ROLL CALL

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

Absent: none

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Smude/Hoffman to approve

Motion carried 7-0

3. COMMUNICATIONS

A. Board Calendar Dates

- Thursday, August 27, 2026, District Staff Welcome Back 12:30 PM BHS PAC
- Monday, September 14, 2026, Board Workshop 4:30 PM BHS Bison Room
- Monday, September 28, 2026, Public Comment Session *if needed* 6:30 PM Board Room
- Monday, September 28, 2026, 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 appointments:

1. Christopher Gudvangen, wRight Choice Teacher at Buffalo High School, effective August 17, 2026. This is a replacement for Nate Hanson.
2. Jaime Jones-Trummer, ELD Teacher .532 FTE at Tatanka Elementary STEM School and Northwinds Elementary School, effective August 17, 2026. This is a replacement for Jorie Murray, contingent upon receipt of appropriate licensure.
3. Colin McDonald, LTS 5th Grade Teacher at Tatanka Elementary STEM School, effective August 24, 2026 and ending on or about November 23, 2026.
4. Kimberly Meirose, .486 FTE Elementary Enrichment Specialist at Parkside Elementary School, effective August 17, 2026.
5. Katelyn Osowski, Kindergarten Teacher at Parkside Elementary School, effective August 17, 2026. This is a new position.
6. Amanda Beahen, Nutrition Services Assistant at Montrose Elementary School of Innovation, effective August 24, 2026. This is a replacement for Kaitlyn Ostrander.
7. Shayla Beltran, KidKare Assistant at Montrose Elementary School of Innovation, effective August 24, 2026.
8. Jesse Broshears, Custodian at Buffalo Community Middle School, effective August 3, 2026. This is a replacement for Chris Bytnar.

9. Kristen Dain, ECFE Classroom Assistant, effective August 24, 2026. This is a new position.
10. Tyler Dean, Custodian at Buffalo High School, effective July 20, 2026. This is a replacement for Marlo Rivera.
11. Avery Flatten, KidKare Assistant at Hanover Elementary School, effective August 24, 2026.
12. Brein Fowler, Nutrition Services Assistant at Hanover Elementary School, effective August 24, 2026. This is a replacement for Emily Daluge.
13. Kelly Kolb, ESP at Parkside Elementary School, effective August 31, 2026. This is a new position.
14. Jaqueline Lange, Nutrition Services Assistant at Buffalo High School, effective August 24, 2026. This is a replacement for Lisa Johnson.
15. Jill Loomis, Early Childhood Coordinator, effective August 10, 2026. This is a replacement for Jen Greenhagen.
16. Aaron Marsh, ESP at Buffalo High School, effective August 31, 2026. This is a replacement for Allison Crawford.
17. Chad Miller, Custodian at Buffalo High School, effective July 14, 2026. This is a replacement for Howard Refsland.
18. Addison Morical, KidKare Assistant at Tatanka Elementary STEM School, effective August 24, 2026.
19. Brooke Oehser, School Secretary at Hanover Elementary School, effective August 19, 2026. This is a replacement for Jillian Deglmann.
20. Christina Olson, Nutrition Services Assistant at Buffalo Community Middle School, effective August 24, 2026. This is a replacement for Kirsten Carr.
21. Lexi Provo, KidKare Assistant at Northwinds Elementary School, effective August 24, 2026.
22. Zarie Smith, ECFE Assistant, effective August 24, 2026. This is a replacement for Carrie Wubben.
23. Hallie Strand, ESP at Parkside Elementary School, effective August 31, 2026. This is a new position.
24. Bridgette Sturgeon, KidKare Assistant, effective August 24, 2026.
25. Katherine Vanderbeek, Custodian at Buffalo Community Middle School, effective August 3, 2026. This is a replacement for Noah Peterson.
26. Angelica Williams, KidKare Assistant at Northwinds Elementary School, effective August 24, 2026.

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

1. Margaret Beck, ESP at Hanover Elementary School, retirement effective June 4, 2026.
2. Jody Bremer, ESP at Buffalo Community Middle School, resignation effective June 4, 2026.
3. Anna Carlson, ESP at Northwinds Elementary School, resignation effective June 4, 2026.
4. Susan Davies-Polzine, ESP at Buffalo Community Middle School, resignation effective August 31, 2026.
5. Christopher Doze, Head Engineer at Discovery Elementary School, termination effective July 31, 2026.
6. Julie Harvey, ESP at Buffalo High School, resignation effective June 4, 2026.
7. Jill Loomis, ECSE Teacher, resignation effective June 5, 2026.
8. Amy Maatz, ESP at Buffalo Community Middle School, retirement effective June 4, 2026.
9. Christie Mastey, ESP at Buffalo High School, retirement effective September 11, 2026.
10. Zarie Smith, ESP at Buffalo Community Middle School, resignation effective June 4, 2026.
11. Sarah Uecker, ESP at Parkside Elementary School, resignation effective June 4, 2026.
12. Carrie Wubben, ECFE Assistant, resignation effective May 22, 2026.
13. Calvin Wyse, Custodian at Northwinds Elementary School, resignation effective August 21, 2026.

TRANSFER/CHANGE IN ASSIGNMENT – Approve the following transfers/changes in assignment:

1. Erin Boettcher, ELD Teacher .6 FTE at Buffalo High School and .3 FTE at Parkside Elementary School, transfer .1 FTE at Hanover Elementary School to .1 FTE at Discovery Elementary School, effective July 1, 2026.
2. Makayla Bozoian, ELD Teacher, transfer from .8 FTE to .7 FTE at Montrose Elementary School of Innovation, .1 FTE at Tatanka Elementary STEM School and .1 FTE at Northwinds Elementary School to .3 FTE at Hanover Elementary School effective July 1, 2026.
3. Janessa Cardinal, ECFE Preschool Assistant Districtwide, increase from 30 to 35 hours/week effective August 31, 2026.
4. Sara Cich, ECFE Assistant and EC Screening at Parkside Elementary School, increase from 32.5 to 35 hours/week effective August 24, 2026.
5. Stephanie Halverson, ECFE Teacher at Hanover Elementary School, increase from .883 FTE to .980 FTE effective August 24, 2026.
6. Jaclyn Hendrickson, ELD Teacher, transfer from .5 FTE at Buffalo Community Middle School, .4 FTE at Tatanka Elementary STEM School, and .1 FTE at Discovery Elementary School to 1.0 FTE at Buffalo Community Middle School, effective July 1, 2026.

7. James Ingram, Head Engineer, transfer from Tatanka Elementary STEM School to Discovery Elementary School, effective August 24, 2026. This is a replacement for Christopher Doze.
8. Miranda Jordan, Custodian, transfer from Tatanka Elementary STEM School to Northwinds Elementary School, effective August 24, 2026. This is a replacement for Calvin Wyse.
9. Sara Mart, ESP at Buffalo Community Middle School, increase from 19 to 33.75 hours/week effective August 31, 2026.
10. Jen Peternell, ECFE Classroom Assistant at Hanover Elementary School, increase from 28 to 32.5 hours/week effective August 24, 2026.
11. Beth Ristow, ESP at PRIDE Transitions, decrease from 33.75 to 30 hours/week effective August 31, 2026.
12. Andrea Salonek, ESP at Buffalo High School, increase from 30 to 32.5 hours/week effective August 31, 2026.
13. Myrna Tjaden, ESP, transfer from Tatanka Elementary STEM School and Buffalo Community Middle School to Northwinds Elementary School and Montrose Elementary School of Innovation effective August 31, 2026.
14. Ashley Vacek, ECFE Preschool Teacher at Parkside Elementary School, increase from .861 FTE to .878 FTE effective August 17, 2026.
15. Rachel Zahnow, ECFE Assistant and EC Screening at Discovery Elementary School, decrease from 30 to 25 hours/week effective August 24, 2026.

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

1. Blake Trout, ESP at Buffalo Community Middle School, date adjustment to leave of absence to ending June 4, 2026.

B. Check Disbursements

Payroll checks # 9000198536 through 9000199662, and 207012 through 207022 amounting to 1,260,636.64. P-card disbursement checks 8000003680 to 8000003744, totaling \$336,893.13. Bill-pay wires 8100002570 through 8100002607. Employee reimbursement checks 9100006647 through 9100006678 and Accounts Payable checks 412099 through 412394 for the period of June 1, 2026 – August 19, 2026 as follows:

01	GENERAL FUND	4,021,297.59
02	FOOD SERVICE	377,658.83
04	COMMUNITY SERVICE	251,001.02
05	CAPITAL OUTLAY	1,803,128.67
06	NEW BUILDING	5,156,484.89
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	3,394.13
16	ALTERNATIVE FACILITIES	0.00
45	POST EMP BENEFITS IRREV TRU	76,494.60
47	DEBT REDEMPTION	0.00
51	ACTIVITIES	0.00
	TOTAL	\$11,689,459.73

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of July 6 - August 19) is as follows:

Date	Vendor & Purpose	Amount			
07/07/26	BMO Corporate MasterCard – P-Card	\$ 169,403.55	07/29/26	Bond Trust – \$41,500,000 2024 G.O. Bond	929,525.00
07/07/26	Delta Dental – Dental Insurance	11,447.01	07/29/26	District #877 Employees – Employee Reimbursement	10.10
07/07/26	District #877 Employees – Employee Reimbursement	347.53	07/29/26	District #877 Employees – Employee Reimbursement	1,371.72
07/07/26	WEX – Flex/Health Insurance	237.63	07/29/26	WEX – Flex/Health Insurance	200.00
07/08/26	eBay	(144.35)	07/30/26	District #877 Employees – Employee Payroll	401,283.20
07/08/26	WEX – Flex/Health Insurance	4,641.00	07/30/26	IRS USA Tax Pmt – Federal Taxes	121,635.31
07/09/26	FeePay – Community Ed Fee	1,350.00	07/30/26	MN Public Employees Retirement Association	41,985.15
07/10/26	WEX – Flex/Health Insurance	4,087.50	07/30/26	MN Teachers Retirement Association	33,582.33
07/13/26	Delta Dental – Dental Insurance	8,448.25	07/30/26	WEX – Flex/Health Insurance	1,395.20
07/13/26	Delta Dental – Dental Insurance	3,080.13	07/30/26	Xcel Energy – Utility	535.99
07/13/26	WEX – Flex/Health Insurance	1,976.16	07/31/26	Educators Benefit Consultants – Deferred Annuities	16,835.31
07/14/26	WEX – Flex/Health Insurance	208.01	07/31/26	MN Dept. of Revenue – State Taxes	20,339.56
07/15/26	Cash Management Service Fee	31.96	07/31/26	WEX – Flex/Health Insurance	1,570.00
07/15/26	District #877 Employees – Employee Payroll	457,073.20	08/03/26	HealthPartners – Health Insurance	881,885.56
07/15/26	District #877 Employees – Employee Reimbursement	759.52	08/03/26	MN PL Fund - State Tax	140,601.86
07/15/26	IRS USA Tax Pmt – Federal Taxes	137,602.99	08/03/26	WEX – Flex/Health Insurance	682.46
07/15/26	MN Public Employees Retirement Association	42,144.06	08/04/26	BMO Corporate MasterCard – P-Card	82.86
07/15/26	MN Teachers Retirement Association	40,391.47	08/06/26	BMO Corporate MasterCard – P-Card	227,406.72
07/15/26	WEX – Flex/Health Insurance	868.08	08/06/26	WEX – Flex/Health Insurance	507.00
07/16/26	Educators Benefit Consultants – Deferred Annuities	16,380.80	08/07/26	FeePay – Community Ed Fee	799.00
07/16/26	MN Dept. of Revenue – Sales Taxes	2,013.00	08/07/26	WEX – Flex/Health Insurance	220.81
07/16/26	MN Dept. of Revenue – State Taxes	22,860.61	08/10/26	Delta Dental – Dental Insurance	14,211.40
07/17/26	WEX – Flex/Health Insurance	4,285.13	08/11/26	WEX – Flex/Health Insurance	103.53
07/20/26	Alviro	372.00	08/12/26	WEX – Flex/Health Insurance	1,650.00
07/20/26	Delta Dental – Dental Insurance	9,548.58	08/13/26	WEX – Flex/Health Insurance	833.10
07/21/26	Delta Dental – Dental Insurance	3,028.84		Total	\$ 4,081,942.40
07/21/26	WEX – Flex/Health Insurance	1,635.80			
07/22/26	WEX – Flex/Health Insurance	16.63			
07/22/26	Xcel Energy – Utility	678.94			
07/24/26	WEX – Flex/Health Insurance	91.62			
07/24/26	WEX – Payment	2,138.25			
07/27/26	Delta Dental – Dental Insurance	13,244.66			
07/27/26	WEX – Flex/Health Insurance	701.00			
07/28/26	WEX – Flex/Health Insurance	(102.57)			
07/29/26	Bond Trust – \$32,620,000 2015 G.O. Bond	324,861.25			

D. Minutes - July 13, 2026 Regular Meeting

Honsey/Lawrence 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 \$23,136.26.

Bjorklund/Greig to approve
Motion carried 7-0

B. 2026-2027 Handbooks: Elementary, BCMS, BHS, PRIDE, Early Childhood, KidKare, Volunteer

Scott Thielman, Superintendent

Updates were presented at the August 10th workshop. Only change since then was to BHS handbook which gives clearer language on student cell phone guidelines.

Lawrence/Smude to approve
Motion carried 7-0

C. Out-of-State Final Approval: FFA to River Falls, WI on October 9, 2026

Scott Thielman, Superintendent

Honsey/Bjorklund to approve
Motion carried 7-0

D. Policies Requiring Annual Review

Scott Thielman, Superintendent

Under Minnesota law, these policies must be reviewed annually.

- 506 - Student Discipline
- 722 - Public Data and Data Subjects Requests
- 806 - Crisis Management

Hoffman/Smude to approve
Motion carried 7-0

E. Policies Requiring 5-year Review

Scott Thielman, Superintendent

This policy review is due to District practice requiring review of policies every five years.

- 702.2 - Purchasing
- 715 - Post Issuance Debt Compliance
- 905 – Advertising

Lawrence/Honsey to approve
Motion carried 7-0

F. Policy Revisions Due to Legislative Action

Scott Thielman, Superintendent

These policy revisions are due to legislative action.

- 208 - Development, Adoption, and Implementation of Policies
- 401 - Equal Employment Opportunity

- 402 - Disability Nondiscrimination Policy
- 404 - Employment Background Checks
- 406 - Public/Private Personnel Data
- 410 - Family and Medical Leave
- 418 - Drug Free Workplace/School
- 420 - Communicable Diseases and Infections
- 423 - Employee-Student Relationships
- 427 - Workload Limits for Certain Special Education
- 503 - Student Attendance
- 509 - Enrollment of Nonresident Students
- 515 - Protection and Privacy of Pupil Records
- 520 - Student Surveys
- 521 - Student Disability Nondiscrimination
- 524 - Internet Acceptable Use and Safety
- 530 - Immunization Requirements
- 604 - Instructional Curriculum
- 613 - Graduation Requirements
- 616 - School District System Accountability
- 620 - Credit for Learning
- 621 - Literacy and the READ Act
- 624 - Online Instruction
- 701 - Establishment and Adoption of School District Budget
- 709 - Student Transportation Safety
- 807 - Health and Safety

Hoffman/Smude to approve

Motion carried 7-0

6. REPORTS

A. 1st Reading of Policy 721 - Uniform Grant Guidance

Ryan Tangen, Director of Finance and Operations

This policy covers all of our federal purchases. In addition to revisions due to legislative action, we reformatted our policy to more closely match that of MSBA.

B. Levy Process and Timelines

Ryan Tangen, Director of Finance and Operations

First of five levy discussions. Proposed levy will be presented for adoption at the September 28 board meeting. Final property tax levy needs to be approved before December 30, 2026.

7. COMMITTEE REPORTS

SS: principal negotiations reached tentative agreement

8. SUPERINTENDENT'S REPORT

Presented brief video on the MN Permanent School Fund, found at mnPSFamendment.org.

9. ADJOURN

Honsey/Greig moved to adjourn at 7:24 PM

Motion carried 7-0

Respectfully Submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education