

Buffalo-Hanover-Montrose Schools
School Board Meeting
Monday, March 23, 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, Adam Bjorklund, Amanda Lawrence, Matt Hoffman, Angie Greig, Mike Honsey
Absent: none
2. PRELIMINARY ACTIONS
 - A. Pledge of Allegiance
 - B. Approval of AgendaBjorklund/Hoffman to approve
Motion carried 7-0
3. COMMUNICATIONS
 - A. Student Council Report
Audyn Molesky, Student Council Representative to the BOE
Hoofprint members went to state capital – met Michael Holmstrom and Steve Simon.
Discussed what was printed and the importance of student journalism. Wonderful opportunity to express things we see at a student level.
 - B. Proud Of
 - Sophomore Morgan Sims, BHS Swimmer, for breaking the school record in the 500 Free and placing 6th in State.
 - BHS Wrestlers who competed at State: Gabe Roehl (placed 2nd), Courtney Kotish (placed 3rd), Aiden Herbst (placed 4th), and Dylan Keeler.
 - BHS Honor Band who performed as members of the Central Minnesota Band Directors Honor Jazz Ensembles: Finn DeWitte, Lilah Dongoski, Max Pearsall, and Josie Roehl.
 - BHS Repertory Orchestra, which received two "Superior with Distinction" ratings, the highest possible, and has been selected to perform at the State Honor Orchestra Festival at Orchestra Hall on March 31.
 - BHS Boys Swim & Dive Coaches John Crosland and Chris Kosek, 8AA Coaches of the Year
 - BHS Boys Basketball Coach Josh Ortmann, 6AAAA Coach of the Year
 - BHS Knowledge Bowl Coach Ryan McCallum, Coach of the Tier this season for Region 7AAA Schools
 - C. Board Calendar Dates
 - Monday, April 13, 2026, Board Workshop 4:30 PM at HES
 - Saturday, April 18, 2026, ECFE Family Fair 10:00 AM-12:30 PM at DES Gym

- Monday, April 27, 2026, Public Comment Session *if needed* 6:30 PM at DC Board Room
 - Monday, April 27, 2026, Board Meeting 7:00 PM at DC Board Room
- D. Overnight Trip: BHS Student Council to MASL State Leadership Convention
April 11-13, 2026 in Owatonna, MN
- E. Overnight Trip: BHS FFA to State FFA Convention
April 21-22, 2026 at U of M Twin Cities Campus

4. CONSENT AGENDA

A. Personnel

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

1. Kyle Ballard, LTS Science Teacher at Buffalo High School, effective March 9, 2026 and ending June 5, 2026. This appointment is contingent upon receipt of appropriate licensure.
2. Christina Cagle, LTS 4th Grade Teacher at Northwinds Elementary School, effective April 6, 2026 and ending June 5, 2026.
3. Kayla Clifton, LTS SpEd Teacher at Buffalo Community Middle School, effective March 2, 2026 and ending June 5, 2026.
4. Grace Hendrickson, School Psychologist Districtwide, effective August 17, 2026. This appointment is contingent upon receipt of appropriate licensure.
5. Jennifer Bohn, ESP at Parkside Elementary School, effective March 23, 2026. This is a replacement for Alyssa Larsen.
6. Pamela Fox, ESP Districtwide, effective March 23, 2026. This is a replacement for Sheila Villanueva Maldonado.
7. Morgen Horvath, ESP at Buffalo High School, effective March 20, 2026. This is a new position.
8. Jenna Pahl, ESP at Tatanka Elementary STEM School, effective March 20, 2026. This is a new position.

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

1. Kathryn Bauernschmitt, Social Studies Teacher at Buffalo Community Middle School, retirement effective January 18, 2027.
2. Lisa Berg, World Cultures Teacher at Northwind Elementary School, resignation effective June 5, 2026.
3. Teresa Borgstrom, SpEd Teacher at Buffalo Community Middle School, retirement effective June 5, 2026.
4. Kylinn Bruce, KidKare Assistant, resignation effective March 6, 2026.
5. Kayla Clifton, ESP at Buffalo Community Middle School, resignation effective March 2, 2026. She will be transferring to another position.
6. Patti Fisher, Social Worker at Buffalo High School, retirement effective June 5, 2026.
7. Dustine Jerde, ESP at Buffalo Community Middle School, resignation effective March 10, 2026.
8. Dorothy Marschel, KidKare Supervisor at Northwinds Elementary School, resignation effective March 3, 2026.
9. Leslie Miller, Math Teacher at Buffalo Community Middle School, retirement effective June 5, 2026.
10. Madison-Ainsely Miller, English Teacher at Buffalo High School, resignation effective June 5, 2026.

11. Jill Mills, 2nd Grade Teacher at Northwinds Elementary School, retirement effective June 5, 2026.
12. Samantha Monsma, ESP at Buffalo Community Middle School, resignation effective June 4, 2026.
13. Samantha Monsma, Orchestra Teacher at Buffalo Community Middle School, resignation effective June 5, 2026.
14. Emily Moritz, SpEd Teacher at Montrose Elementary School of Innovation, resignation effective June 5, 2026.
15. Kaitlyn Ostrander, Nutrition Services Assistant at Montrose Elementary School of Innovation, resignation effective March 26, 2026.
16. Mira Prell, KidKare Assistant, resignation effective March 9, 2026.
17. Rebecca Prom, 4th Grade Teacher at Tatanka Elementary STEM School, retirement effective June 5, 2026.
18. Michelle Rietveld, ESP at Northwinds Elementary School, retirement effective June 4, 2026.
19. Laura Sandhoefner, ESP at Buffalo Community Middle School, retirement effective June 4, 2026.
20. Sarah Schaar, KidKare Supervisor at Montrose Elementary School of Innovation, resignation effective April 3, 2026.
21. Emma Torblaa, KidKare Supervisor at Northwinds Elementary School, resignation effective May 15, 2026.
22. Barb Tummel, ESP at Buffalo High School, termination effective March 9, 2026.

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

1. Karisa Becker, ESP at Northwinds Elementary School, correction of start date to effective March 2, 2026.
2. Bryden Carlson-Giving, Occupational Therapist Districtwide, increase from 1.0 to 1.055 FTE effective March 16, 2026 and ending June 5, 2026.
3. Liam Dixon, ESP Districtwide, increase from 30 to 38.75 hours/week effective March 23, 2026.
4. Morgen Horvath, AVID Tutor at Buffalo High School, decrease from 10 to 5 hours/week, effective March 20, 2026.
5. Christine Ladda, ESP Districtwide, increase from 32.5 to 36.25 hours/week effective March 18, 2026.
6. James Lindquist, ESP at Buffalo Community Middle School, increase from 32.5 to 35 hours/week effective March 11, 2026.
7. JoAnne Marelic, Speech-Language Pathologist, transfer from Parkside Elementary School to Hanover Elementary School effective August 24, 2026.
8. Sara Mart, ESP Districtwide, decrease from 23 to 15.5 hours/week effective March 9, 2026.
9. Sarah Schaar, KidKare Supervisor, decrease from 4.5 to 1.5 hours/week effective February 23, 2026.
10. Zarie Smith, transfer from ESP at Hanover Elementary School and Discovery Elementary School to ESP at Buffalo Community Middle School, effective March 11, 2026. This is a replacement for Jared Petty.
11. Lisa Stender, ESP at Buffalo Community Middle School, increase from 32.5 to 33.75 hours/week effective February 18, 2026. This is a replacement for Kayla Clifton.
12. Samantha Telega, Occupational Therapist Districtwide, increase from 1.0 to 1.055 FTE effective March 16, 2026 and ending June 5, 2026.

13. Michelle Whitworth, ESP Districtwide, increase from 32.5 to 35 hours/week effective March 18, 2026.

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

1. Jennifer Anderson, Nutrition Services Assistant at Buffalo Community Middle School, date adjustment to leave of absence to ending March 26, 2026.
2. McKenna Buerck, Occupational Therapist Districtwide, date adjustment to leave of absence to effective March 11, 2026.
3. Cassandra Byrne, School Nurse at Buffalo High School and PRIDE Transitions, date adjustment to leave of absence effective January 12, 2026 and ending April 17, 2026.
4. Ashley Claycomb, ESP at Montrose Elementary School of Innovation, request for leave of absence effective March 12, 2026 and ending June 4, 2026.
5. Barb Clifton, ESP at Montrose Elementary School of Innovation, request for leave of absence effective February 26, 2026 and ending June 4, 2026.
6. Crystal Halverson, Music Specialist at Parkside Elementary School, date adjustment to leave of absence effective March 5, 2026 and ending May 8, 2026.
7. Julie Johnson, 4th Grade Teacher at Northwinds Elementary School, request for leave of absence effective April 6, 2026 and ending June 5, 2026.
8. Ashlyn O’Connor, SpEd Teacher at Buffalo Community Middle School, date adjustment to leave of absence to effective February 18, 2026.
9. Linda Pacel, AVID Tutor at Buffalo High School and Phoenix Learning Center, date adjustment to leave of absence to ending March 6, 2026.
10. Jennifer Thaler, Kindergarten Teacher at Hanover Elementary School, date adjustment to leave of absence to effective March 9, 2026.

B. Check Disbursements

Payroll checks # 9000190509 through 9000192344, and 206977 through 206979 amounting to \$2,722,835.20. P-card disbursement checks 8000003511 to 8000003542, totaling \$96,184.97. Bill-pay wires 8100002460 through 8100002481. Employee reimbursement checks 9100006369 through 9100006439 and Accounts Payable checks 410998 through 411207 for the period of January 6, 2026 – March 18, 2026 as follows:

01	GENERAL FUND	3,476,765.88
02	FOOD SERVICE	215,127.73
04	COMMUNITY SERVICE	116,500.08
05	CAPITAL OUTLAY	90,316.01
06	NEW BUILDING	98,446.72
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	9,372.92
16	ALTERNATIVE FACILITIES	0.00
45	POST EMP BENEFITS IRREV TRU	5,247.00
47	DEBT REDEMPTION	0.00
51	<u>ACTIVITIES</u>	<u>1,042.00</u>
	TOTAL	\$4,012,818.34

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Feb.17 - Mar. 15) is as follows:

Date	Vendor & Purpose	Amount
02/17/26	Cash Management Service Fee - MSDLAF	\$ 29.93
02/17/26	Delta Dental – Dental Insurance	10,323.46

02/17/26	MN Dept. of Revenue – State Taxes	70,314.47
02/17/26	MN Teachers Retirement Association	256,089.74
02/17/26	MN Public Employees Retirement Association	81,101.19
02/17/26	WEX – Flex/Health Insurance	454.99
02/18/26	Educators Benefit Consultants – Deferred Annuities	66,672.30
02/18/26	District #877 Employees – Employee Reimbursement	3,055.49
02/18/26	WEX – Flex/Health Insurance	16,472.94
02/19/26	MN Dept. of Revenue – Sales Tax	1,448.00
02/19/26	WEX – Flex/Health Insurance	1,500.85
02/20/26	Alerus	454.00
02/20/26	WEX – Flex/Health Insurance	(1,589.48)
02/23/26	Delta Dental – Dental Insurance	12,270.75
02/23/26	Xcel Energy – Utility	505.24
02/23/26	WEX – Flex/Health Insurance	1,516.24
02/24/26	WEX – Flex/Health Insurance	287.50
02/25/26	WEX – Flex/Health Insurance Admin Fee	2,157.00
02/25/26	WEX – Flex/Health Insurance	406.63
02/26/26	WEX – Flex/Health Insurance	2,410.34
02/27/26	District #877 Employees – Employee Payroll	1,375,958.60
02/27/26	MN Teachers Retirement Association	258,681.42
02/27/26	MN Public Employees Retirement Association	83,257.26
02/27/26	IRS USA Tax Pmt – Federal Taxes	441,907.00
03/02/26	MN Dept. of Revenue – State Taxes	72,206.18
03/02/26	Educators Benefit Consultants – Deferred Annuities	66,746.76
03/02/26	HealthPartners - Health Insurance	900,901.04
03/02/26	Delta Dental – Dental Insurance	16,759.69
03/02/26	WEX – Flex/Health Insurance	15,718.15
03/03/26	Xcel Energy – Utility	63.74
03/03/26	WEX – Flex/Health Insurance	3,494.13
03/04/26	District #877 Employees – Employee Reimbursement	2,555.82
03/04/26	WEX – Flex/Health Insurance	650.35
03/04/26	eBay	(988.03)
03/05/26	WEX – Flex/Health Insurance	910.02
03/05/26	BMO Corporate MasterCard – P-Card	213,257.59
03/06/26	WEX – Flex/Health Insurance	193.17
03/09/26	Delta Dental – Dental Insurance	16,666.95
03/09/26	WEX – Flex/Health Insurance	787.45
03/10/26	WEX – Flex/Health Insurance	642.75
03/10/26	FeePay - Community Ed Fee	4,711.54
03/11/26	WEX – Flex/Health Insurance	26.41
03/11/26	FeePay - Community Ed Fee	1,500.00
03/12/26	WEX – Flex/Health Insurance	198.05
03/13/26	WEX – Flex/Health Insurance	1,655.81
03/13/26	MN Teachers Retirement Association	254,211.16
03/13/26	MN Public Employees Retirement Association	81,473.54
03/13/26	District #877 Employees – Employee Payroll	1,351,343.33
03/13/26	IRS USA Tax Pmt – Federal Taxes	<u>425,230.42</u>
	Total	<u>\$ 6,116,601.88</u>

D. Minutes - February 23, 2026 Regular Meeting

Lawrence/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 \$44,589.17.

Honsey/Hoffman to approve
Motion carried 7-0

B. Resolution: Discontinuance of Contracts

Evan Ronken, Director of Human Resources

BE IT RESOLVED that the following substitute teachers, yearly, and out-of-licensure contracts be discontinued pursuant to the provisions of their individual contracts: Kyle Ballard, Kiley Broste, Christina Cagle, Kayla Clifton, Grace Schaub

Honsey/Hoffman to approve
Motion carried 7-0

C. Resolution Relating to the Termination and Non-renewal of the Teaching Contract of Probationary Teachers

Evan Ronken, Director of Human Resources

RESOLUTION RELATING TO THE TERMINATION AND NONRENEWAL OF THE TEACHING CONTRACT OF A PROBATIONARY TEACHER:

BE IT RESOLVED, by the School Board of Independent School District 877, that pursuant to Minnesota Statutes 122A.40, Subdivision 5, that the teaching contract of (name), a probationary teacher in Independent School District 877, will hereby end at the close of the current 2025-26 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and nonrenewal of his/her contract as provided by law, and that said notice shall be in substantially the following form:

Dear (name),

You are hereby notified that at a regular meeting of the School Board of Independent School District 877 held on March 23, 2026, a resolution was adopted by a majority roll call vote to end your contract effective at the end of the current school year and not to renew your contract for the 2026-27 school year. Said action of the Board is taken pursuant to M.S. 122A.40, Subd. 5.

You may officially request that the School Board give its reasons for the nonrenewal of your teaching contract. However, such requests should be received within ten days after receipt of this notice.

Very truly yours,

SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT 877

The following motions were made relating to the termination and nonrenewal of the teaching contracts of probationary teachers:

Smude/Lawrence to approve Haley Lorenz
Motion carried 7-0

Honsey/Hoffman to approve Scott Russek
Motion carried 7-0

Bjorklund/Lawrence to approve Loren Sohler
Motion carried 7-0

Hoffman/Honsey to approve Austin Willey
Motion carried 7-0

D. Resolution Proposing to Place Staff on Unrequested Leave of Absence
Evan Ronken, Director of Human Resources

BE IT RESOLVED by the School Board of Independent School District No. 877, as follows:

1. That it is proposed that Cecelia VanDorp, a special education teacher (.532 FTE) of said school district, be placed on an unrequested leave of absence without pay or fringe benefits, effective at the end of the 2025-26 school year on June 30, 2026, pursuant to Minnesota Statutes section 122A.40, subdivision 10, along applicable portions of ARTICLE VI, Section 3, Subdivisions 1-6 of the current Master Agreement between the School District and the exclusive representative, based upon the following grounds: discontinuance of position.
2. That said proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.
3. That written notice be sent to said teacher regarding the proposed placement on unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall be in substantially the following form:

NOTICE OF PROPOSED PLACEMENT ON UNREQUESTED LEAVE OF
ABSENCE AND NOTICE OF HEARING, IF REQUESTED

(DATE)
CECELIA VANDORP
(ADDRESS)

Dear Ms. VanDorp:

You are hereby notified that at the regular meeting of the School Board of Independent School District No. 877 held on March 23, 2026, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a special education teacher (.532 FTE) of Independent School District No. 877, and a resolution (copy enclosed) was adopted by a majority vote of the Board, proposing your placement on unrequested leave of absence effective at the end of the 2025-26 school year on June 30, 2026, pursuant to Minnesota Statutes 122A.40, subdivision 10, along with applicable provisions of ARTICLE VI, Section 3, Subdivisions 1-6 of the current Master Agreement between the School District and the exclusive representative. The grounds for your placement on an unrequested leave of absence are: discontinuance of position.

Your proposed placement on unrequested leave of absence is not the result of the implementation of an education district agreement.

Under the provisions of the Master Agreement between the School District and the exclusive representative, you are entitled to a hearing as set forth in Minnesota Statutes section 122A.40, subdivision 14, before the school board provided that you make a request in writing within fourteen (14) calendar days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed action.

Very truly yours,
SCHOOL BOARD OF INDEPENDENT SCHOOL DISTRICT NO. 877
Enclosure: Resolution

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in Master Agreement between the School District and the exclusive and Minnesota Statutes section 122A.40, subdivision 10, and are hereby adopted as fully as though separately set forth and resolved herein.

Lawrence/Hoffman to approve Cecelia VanDorp, .532 FTE, ULA
Motion carried 7-0

E. CTE Curriculum Adoption Proposal Approval

Scott Thielman, Superintendent

Information presented at the March 9 board workshop.

Smude/Lawrence to approve

Motion carried 7-0

F. K-5 Social Studies Curriculum Adoption Proposal Approval

Scott Thielman, Superintendent

Information presented at the March 9 board workshop.

Hoffman/Honsey to approve

Motion carried 7-0

6. REPORTS

A. Out-of-State Trip: BHS HERD Marching Band to National Cherry Festival

100 Year Anniversary July 7-12, 2026 in Traverse City, MI

Shannon Curtis and Brian Veith, Instrumental Music Teachers

Both teachers have gone and performed many times. The purpose of this trip is to provide a high level performance opportunity for the summer marching band students. Additionally, we have been invited to represent our school district and our state at the 100 year anniversary of the National Cherry Festival!

B. Out-of-State Trip: BHS BPA to Nationals May 6-10, 2026 in Nashville, TN

Scott Thielman, Superintendent

Avery Lowe is competing in Fundamental Desktop Publishing and Kylie Kelm is competing in Integrated Applications and Intermediate Word Processing. They both qualified from the State Leadership Conference in March. They will have opportunities to network and attend leadership and services activities.

7. COMMITTEE REPORTS

AL: NWISD

Dr.H: SpEd Advisory Council

MH: 877 Pork Chop Feed April 9

AB: Custodian Mediation tomorrow

SS: CommEd Advisory Council

BS: WTC; Congrats Mischke, Guida & staff – all the proud ofs

8. SUPERINTENDENT'S REPORT

9. ADJOURN

Honsey/Smude moved to adjourn at 7:28 PM

Motion carried 7-0

Respectfully Submitted,

Adam Bjorklund, Clerk
ISD 877 Board of Education