

**Buffalo-Hanover-Montrose Schools
School Board Meeting**

Monday, November 24, 2025

Regular Meeting

Board Room

214 - 1st Ave NE

Buffalo, MN 55313

7:00 p.m.

MINUTES

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

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

Absent: Amanda Lawrence

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Smude/Bjorklund to approve

Motion carried 6/0

3. COMMUNICATIONS

A. Student Council Report

Audyn Molesky, Student Council Representative to the BOE

Bison Connections Harvest Event – very good to get students of all abilities connected.

Student Council had over 270 students from other schools at BHS, did a service project for US Veterans, attended a state-level fall forum at Cragun's in Brainerd. Congrats music departments for wrapping up fall concerts. Congrats Hoofprint for their first print edition. Career Fair all last week – speakers, sessions, walk around in gym, talk to members of community. Congrats "Hadestown" play members - super successful. Wrapping up the trimester tomorrow.

B. Proud Of

1. LEEA Recipients (Leadership in Educational Excellence Award)

- Erik Cagle, Science Teacher at Buffalo Community Middle School
- Karmen Harnois, Speech/Language Pathologist at Montrose Elementary School of Innovation
- Kristine Johnson, 3rd Grade Teacher at Tatanka Elementary STEM School
- Joel Peterson, Math Teacher at Buffalo High School

2. ESS Award Recipients (Educational Support Staff)

- Kim Laumann, SpEd ESP at Tatanka Elementary STEM School
- Candice Rozeske, Principal's Secretary at Discovery Elementary School
- Ric Thompson, Head Engineer at Hanover Elementary School
- Sophia Warolin, SpEd ESP at Parkside Elementary School

3. BHS Boys Soccer Team placed 3rd in the MSHSL State Soccer Tournament.

4. Coyotes Adapted Soccer Team participated in the MSHSL State Tournament.

5. BHS Girls Swim and Dive Team State entrants:
 - 200 Medley Relay: Elena Close, Estelle Berghs, Emily Larson, and Avery Lowe
 - 100 Butterfly: Avery Lowe and Emily Larson
 - 500 Freestyle: Adi Anderson
 - 100 Breaststroke: Emily Larson
6. Tristan Lenton, BHS Cross Country state participant, who finished 21st to earn Top-25 All-State status.

C. Board Calendar Dates

1. Monday, December 8, 2025 Public Comment Session (if needed) 6:30 p.m.
Board Room at DC
2. Monday, December 8, 2025 Board Meeting 7:00 p.m. 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. Maggie Hermanson, ECFE Preschool Teacher at Parkside Elementary School and Discovery Elementary School, effective November 17, 2025. This is a replacement for Miranda Weber.
2. Noelle Kittel, long-term substitute 3rd Grade Teacher at Tatanka Elementary STEM School, effective November 7, 2025 and ending June 5, 2026.
3. Karen Schultz, long-term substitute School Nurse at Buffalo High School and PRIDE, effective on or about January 17, 2026 and ending on or about April 6, 2026.
4. Samantha Peloquin-Ryan, AVID Tutor at Buffalo Community Middle School, effective November 6, 2025. This is a new position.
5. Evan Jones, Custodian at Montrose Elementary School of Innovation, effective November 17, 2025. This is a replacement for Ryan Banser.
6. Krystin Willman, KidKare Supervisor at Northwinds Elementary School, effective November 3, 2025.
7. Ella Hunter, KidKare Assistant at Northwinds Elementary School, effective November 10, 2025.

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

1. Shannon Bye, SPED Teacher at Buffalo Community Middle School, retirement effective January 16, 2026.
2. Haley Morse, long-term substitute 3rd Grade Teacher at Tatanka Elementary STEM School, resignation effective November 7, 2025.
3. Cody Trottier, Nutrition Services Assistant at Buffalo Community Middle School, resignation effective October 23, 2025.
4. Mason Davis, Custodian at Buffalo Community Middle School, termination effective November 10, 2025.
5. Breanna Taylor, Nutrition Services Assistant at Buffalo High School, termination effective November 20, 2025.

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

1. Heidi Culshaw-Floer, ESP at Buffalo High School and Districtwide, increase from 35 to 35.5 hours/week, effective November 5, 2025.
2. Christie Mastey, ESP at Buffalo High School, increase from 36.25 to 38.75 hours/week, effective September 9, 2025.
3. Byron Tilus, ESP Districtwide, decrease from 11.25 to 1.5 hours/week, effective October 8, 2025.
4. Kaitlin Kostron, Nutrition Services Assistant at Buffalo Community Middle School, increase from 20 to 36.25 hours/week, effective November 17, 2025.
5. Brooke Wahlenberg, from long-term substitute Custodian to regular assignment Custodian at Discovery Elementary School, effective November 12, 2025.
6. Rayna Anderson, KidKare Assistant with Community Education, increase from 4.5 to 7.5 hours/week, effective November 3, 2025.
7. Sadie Bienias, KidKare Assistant with Community Education, increase from 11.25 to 21.25 hours/week, effective October 27, 2025.

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

1. Dena Peavey, Custodian at Discovery Elementary School, date adjustment to leave of absence to ending November 11, 2025.
2. Karen Lengyel, Nutrition Services Assistant at Parkside Elementary School, request for leave of absence, effective October 14, 2025 and ending December 5, 2025.
3. Jennifer Wykle, TOSA-PPD Coach Districtwide, request for leave of absence, effective November 19, 2025 and ending December 23, 2025.
4. Jennifer Doimer, ECSE Teacher, request for leave of absence, effective November 3, 2025 and ending January 5, 2026.
5. McKenna Buerck, Occupational Therapist Districtwide, request for leave of absence, effective March 9, 2026 and ending June 5, 2026.

B. Check Disbursements

Payroll checks # 9000182679 through 9000184471, and 206911 through 206934 amounting to \$2,770,392.52. P-card disbursement checks 8000003372 to 8000003405, totaling \$202,290.15. Bill-pay wires 8100002356 through 8100002381. Employee reimbursement checks 9100006107 through 9100006195 and Accounts Payable checks 409889 through 410136 for the period of October 1, 2025 – November 19, 2025 as follows:

01	GENERAL FUND	4,914,084.90
02	FOOD SERVICE	383,506.43
04	COMMUNITY SERVICE	224,594.36
05	CAPITAL OUTLAY	91,636.12
06	NEW BUILDING	369,933.01
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	12,190.58
16	ALTERNATIVE FACILITIES	0.00
45	POST EMP BENEFITS IRREV TRU	97,302.90
47	DEBT REDEMPTION	0.00
51	ACTIVITIES	3,448.00
	TOTAL	\$6,096,696.30

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Oct.10 - Nov. 13) is as follows:

Date	Vendor & Purpose	Amount
10/10/25	WEX – Flex/Health Insurance	\$ 917.72
10/14/25	Delta Dental – Dental Insurance	7,653.06
10/14/25	Delta Dental – Dental Insurance	882.02
10/15/25	MN Teachers Retirement Association	255,367.37
10/15/25	MN Teachers Retirement Association	86,182.41
10/15/25	District #877 Employees – Employee Reimbursement	2,847.46
10/15/25	District #877 Employees – Employee Payroll	1,405,782.30
10/15/25	District #877 Employees – Employee Payroll	376,807.66
10/15/25	WEX – Flex/Health Insurance	189.18
10/16/25	MSDLAF: Analysis Charge	31.13
10/16/25	IRS USA Tax Pmt – Federal Taxes	440,890.13
10/16/25	IRS USA Tax Pmt – Federal Taxes	93,318.50
10/16/25	MN Dept. of Revenue – State Taxes	11,075.18
10/16/25	MN Dept. of Revenue – State Taxes	71,113.85
10/16/25	WEX – Flex/Health Insurance	2,669.91
10/17/25	MN Public Employees Retirement Association	88,260.06
10/17/25	WEX – Flex/Health Insurance	52.47
10/20/25	Educators Benefit Consultants – Deferred Annuities	64,801.96
10/20/25	Xcel Energy – Utility	697.55
10/20/25	Alerus	468.50
10/20/25	Delta Dental – Dental Insurance	6,059.75
10/20/25	WEX – Flex/Health Insurance	12,906.11
10/21/25	MN Dept. of Revenue – Sales Tax	7,193.00
10/21/25	Delta Dental – Dental Insurance	3,073.98
10/21/25	WEX – Flex/Health Insurance	91.58
10/22/25	WEX – Flex/Health Insurance	8.07
10/24/25	WEX – Payment	2,136.50
10/24/25	Educators Benefit Consultants – Deferred Annuities	(206.25)
10/24/25	WEX – Flex/Health Insurance	92.64
10/27/25	Delta Dental – Dental Insurance	7,890.21
10/27/25	WEX – Flex/Health Insurance	950.36
10/28/25	Xcel Energy – Utility	8.69
10/28/25	WEX – Flex/Health Insurance	(62.03)
10/29/25	District #877 Employees – Employee Reimbursement	1,941.84
10/30/25	MN Public Employees Retirement Association	83,738.53
10/30/25	IRS USA Tax Pmt – Federal Taxes	428,529.37
10/30/25	MN Teachers Retirement Association	250,319.09
10/30/25	District #877 Employees – Employee Payroll	1,341,682.11
10/30/25	WEX – Flex/Health Insurance	850.70
10/31/25	MN Dept. of Revenue – State Taxes	69,118.57
10/31/25	Educators Benefit Consultants – Deferred Annuities	64,738.77
10/31/25	MN Dept. of Revenue – Garnishments	669.96
10/31/25	WEX – Flex/Health Insurance	12,527.38
11/03/25	HealthPartners - Health Insurance	904,011.46
11/03/25	Delta Dental – Dental Insurance	14,558.58
11/03/25	WEX – Flex/Health Insurance	38.68
11/04/25	WEX – Flex/Health Insurance	138.68
11/05/25	BMO Corporate MasterCard – P-Card	175,533.66
11/05/25	eBay	(1,279.24)
11/06/25	WEX – Flex/Health Insurance	2,900.81
11/07/25	WEX – Flex/Health Insurance	888.73
11/10/25	Delta Dental – Dental Insurance	7,008.45
11/10/25	WEX – Flex/Health Insurance	872.76
11/10/25	FeePay - Community Ed Fee	5,913.35
11/12/25	WEX – Flex/Health Insurance	201.04
11/12/25	FeePay - Community Ed Fee	1,450.00
11/13/25	WEX – Flex/Health Insurance	546.37
	Total	\$ 6,317,050.68

D. Minutes - October 27, 2025 Regular Meeting

Honsey/Hoffman 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 \$31,288.02.

Honsey/Hoffman to approve

Motion carried 6-0

B. Out-of-State Final Approval - DC & Gettysburg

Tara Rosh, Social Studies Teacher

Thirty-five or more BHS students to visit Washington, D.C. and Gettysburg, PA tentatively from March 5-8, 2027. Purpose of the trip is for students to experience history of our nation, see government action, learn about different government branches, and visit Smithsonian Museum and Gettysburg. All of these opportunities will support and enhance our 10th through 12th grade curriculum.

Bjorklund/Honsey to approve

Motion carried 6-0

C. 2024-25 Audit Approval

Ryan Tangen, Director of Finance and Operations

Janel Bitzan of Bergan KDV presented the annual audit giving the district a clean report.

The district's primary operating fund, the General Fund, ended the year with revenues exceeding budget by 1.86% and expenditures coming in 1.90% below budget. Overall, the General Fund balance increased by \$1,881,613. The non-spendable and unassigned fund balance increased by \$834,505, ending at \$13,459,426 which represents 16.81% of the General Fund's annual expenditures. Restricted, committed, and assigned fund balances collectively increased by \$1,047,108.

The Business Office reached all three of its goals: receive an "unmodified opinion", allocate at least 75% of general fund expenditures to instruction, and keep general fund revenue and expenditures within 2% of budgeted amounts.

The federal Uniform Guidance (UG) for fiscal year 2024-25 has not yet been finalized by the federal government. As a result, the Report on Compliance in Accordance with the Uniform Guidance has been issued as a preliminary, stand-alone report. At this time, no significant changes to the guidelines are anticipated. If the federal government confirms the existing guidance without modification, approval of the preliminary report will stand as final, and no further board action will be required.

Bjorklund/Greig to approve

Motion carried 6-0

D. BHM New Course Proposals Approval

Pam Miller, Director of Teaching and Learning

At the November 10 board workshop, the course proposal process was reviewed, as well as the course proposals submitted by Buffalo High School. The proposed courses have met the criteria of the course proposal process: review by the department chair, the building

principal, the BHS Department Chairs, and the Community Teaching & Learning Council. Once approved, the course additions and course modifications are included in the BHS registration process as appropriate. Administration and staff will determine if the new courses have sufficient student registration and adequate resources to offer the courses for next year within the available budgets and staffing allocations awarded. Each new course approved for implementation in 2026-2027 will be eligible for curriculum development hours. These hours are under the direction of the Department of Teaching and Learning.

Smude/Hoffman to approve
Motion carried 6-0

E. 2025-26 Teacher Seniority List
Scott Thielman, Superintendent

Annually, the teacher seniority lists (full-time, part-time and Title I) are updated to reflect the addition of continuing contract staff and deletion of retired staff, etc. The Seniority List has been posted for 20 days for review in all of the schools according to the teacher contract. All corrections and revisions have been made as appropriate.

Honsey/Bjorklund to approve
Motion carried 6-0

6. REPORTS

A. Out-of-State Preliminary - Milwaukee, WI in February 2026

Zack Carlson-Giving, Vocal Music Teacher

BHS Unified Music has been formally invited to present at the Regional American Choral Director's Association Midwestern Conference in Milwaukee, Wisconsin in February 2026. Only 15 out of 117 applicants selected. Students will perform and model music making.

B. 2026-27 Enrollment Projections

Ryan Tangen, Director of Finance and Operations

Buffalo-Hanover-Montrose's 2025-26 school year's K-12 enrollment decreased by 65 students compared to the previous year. The five-year growth average has been declining, currently at 86 less students per year. Over this period, total enrollment has seen a net decrease of 428 students, or 8.11%.

As of October 1, 2025, enrollment was 4,899. This figure differs from the official October 1 enrollment reported by the Minnesota Department of Education (MDE). Internally, adjustments are made to exclude post-secondary and shared time students in our internal monthly enrollment reports. Once MDE publishes the official October 1 enrollment report, the enrollment number may increase by as much as 100-200 students primarily due to the inclusion of early childhood and voluntary pre-kindergarten enrollments.

The projection model offers eighteen different variations of the described methods for comparison. For this projection, the weighted cohort survival method, specifically the five-year weighted ratio, was chosen based on historical accuracy. The model predicts a total 2026-27 K-12 enrollment of 4,864 students, a decrease of 35 students from 2025-26.

Factors such as the current housing market, economic conditions, Wright County births, and open enrollment were considered. The cities of Buffalo, Hanover, and Montrose are reporting a combined increase of 41% in single-family dwelling permits issued in 2025.

This projection is based on the October 1 projection and historically, enrollment has declined throughout the school year. Therefore, slightly more conservative numbers will be used in the January financial forecast.

C. Policy Revisions - First Reading

Evan Ronken, Director of Human Resources

The Minnesota Paid Family and Medical Leave Program will start on January 1, 2026.

Employees will apply for leave benefits through the state program. School board policies 410 Family and Medical Leave and 450 Leaves of Absences – Unpaid should be updated to reflect how Minnesota Paid Family and Medical Leave will interact with current leave policies and practices.

7. COMMITTEE REPORTS

Dr.H/Bjorklund: Custodian Negotiations

SS: Community Ed. Advisory Council

Honsey/Bjorklund: OPEC Meeting

8. SUPERINTENDENT'S REPORT

9. ADJOURN

Smude/Hoffman to adjourn at 7:48 p.m.

Motion carried 6-0

Respectfully Submitted,

Amanda Lawrence, Clerk
ISD 877 Board of Education