

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

Monday, January 26, 2026

Regular Meeting

Board Room

214 - 1st Ave NE

Buffalo, MN 55313

7:00 PM

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**MINUTES**

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

Present: Bob Sansevere, Sheila Smude, Angie Greig, Matt Hoffman, Amanda Lawrence

Absent: Mike Honsey and Adam Bjorklund

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Lawrence/Hoffman to approve

Motion carried 5-0

3. COMMUNICATIONS

A. Student Council Report

Audyn Molesky, Student Council Representative to the BOE

Audyn was unable to attend due to hockey make-up game.

B. Proud Of

1. Tracy Hagstrom Durant, Buffalo High School Play Director and retired English Teacher, was recognized with the National Federation of State High School Associations Outstanding Theatre Educator of the Year Award for Minnesota.

C. Board Calendar Dates

1. Monday, February 9, 2026, Board Workshop 4:30 PM at PES

2. Monday, February 23, 2026, Public Comment Session (if needed) 6:30 PM at DC Board Room

3. Monday, February 23, 2026, Board Meeting 7:00 PM at DC Board Room

4. CONSENT AGENDA

A. Personnel

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

1. Cole Johnson, long-term substitute Physical Education Teacher at Buffalo Community Middle School, effective January 5, 2026 and ending February 27, 2026.

2. Sundee Kuechle, 4<sup>th</sup> Grade Teacher at Parkside Elementary School, effective December 16, 2025. This is a replacement for Cyre Beaumont.

3. Haley Morse, Title I Teacher at Montrose Elementary School of Innovation and Parkside Elementary School, effective January 19, 2026.

4. Landon Bridell, Building Supervisor at Hanover Elementary School, effective January 11, 2026. This is a replacement for Betty Liefert.

5. Shane Dyreson, Custodian at Discovery Elementary School, effective January 26, 2026. This is a replacement for Brooke Wahlenberg.
6. Edith Gonzalez Estrada, AVID Tutor at Buffalo Community Middle School, effective January 20, 2026. This is a replacement for Dustine Jerde.
7. Morgen Horvath, AVID Tutor at Buffalo High School, effective January 19, 2026. This is a replacement for Kadence Baloun.
8. Josie Isaacs, ESP at Hanover Elementary School, effective February 2, 2026. This is a replacement for Cynthia Johnson.
9. Elise Lanie, ESP at Parkside Elementary School, effective January 20, 2026. This is a replacement for Hannah Gatz.
10. Noah Peterson, Custodian at Buffalo Community Middle School, effective January 19, 2026. This is a replacement for Mason Davis.
11. Jacob Piehl, Senior Technician at Buffalo Community Middle School, effective January 29, 2026. This is a replacement for Marie Jacobs.
12. Maci Provo, KidKare Assistant at Montrose Elementary School of Innovation, effective January 5, 2026.
13. Danika Rosenau, KidKare Assistant at Parkside Elementary School, effective December 15, 2025.
14. Emilee Schmitt, ESP at Buffalo Community Middle School, effective December 19, 2025. This is a new position.
15. Erin Westbrook, ESP at Hanover Elementary School, effective January 20, 2026. This is a replacement for Bethany Bienias.
16. Patricia Wood, KidKare Supervisor at Montrose Elementary School of Innovation, effective January 26, 2026.

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

1. Anna Grundhauser, KidKare Supervisor at Hanover Elementary School, resignation effective January 27, 2026.
2. Jodi Guckenberger, ECSE Teacher Districtwide, retirement effective June 5, 2026.
3. Jasmine Hopkins, KidKare Supervisor at Northwinds Elementary School, retirement effective March 31, 2026.
4. Marie Jacobs, Senior Technician at Buffalo Community Middle School, retirement effective December 31, 2025.
5. Cynthia Johnson, ESP at Hanover Elementary School, retirement effective January 30, 2026.
6. Michelle Lunacek, Speech-Language Pathologist at Hanover Elementary School, retirement effective June 5, 2026.
7. Pam Miller, Director of Teaching and Learning, retirement effective June 30, 2026.
8. Byron Tilus, ESP Districtwide, resignation effective December 17, 2025.
9. Brooke Wahlenberg, Custodian at Discovery Elementary School, resignation effective January 2, 2026.

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

1. Bethany Bienias, from ESP at Hanover Elementary School to Special Education Teacher at Buffalo Community Middle School, effective January 19, 2026. This is a replacement for Shannon Bye.
2. Erin Boettcher, English Language Development Teacher at Buffalo High School, Hanover Elementary School, and Parkside Elementary School, increase from 1.0 FTE to 1.045 FTE, effective November 4, 2025 and ending January 19, 2026.

3. Makayla Bozoian, English Language Development Teacher at Montrose Elementary School of Innovation, Northwinds Elementary School, and Tatanka Elementary STEM School, increase from 1.0 FTE to 1.045 FTE, effective November 4, 2025 and ending January 19, 2026.
4. Alexa Brown, ESP Districtwide, decrease from 7.5 to 1.25 hours/week, effective January 5, 2026. This is a replacement for Byron Tilus.
5. Vickie Davidson, from Activities Scheduling Assistant at Buffalo High School to Nutrition Services Assistant at Buffalo High School, effective February 17, 2026. This is a replacement for Breanna Taylor.
6. Hannah Gatz, ESP Districtwide, decrease from 38.5 to 37.25 hours/week, effective January 5, 2026. This is a replacement for Alexis Eitel.
7. Jaelyn Hendrickson, English Language Development Teacher at Buffalo Community Middle School, Discovery Elementary School, and Tatanka Elementary STEM School, increase from 1.0 FTE to 1.045 FTE, effective November 4, 2025 and ending January 19, 2026.
8. James Lindquist, ESP at Buffalo Community Middle School, decrease from 35 to 32.5 hours/week, effective November 17, 2025.
9. Angela McClelland, ESP at Buffalo High School, from LLC ESP 6 hours/day and SpEd ESP 1 hour/day to LLC ESP 5 hours/day and SpEd ESP 2 hours/day, effective December 2, 2025.
10. Samantha Monsma, Orchestra Teacher and ESP at Buffalo Community Middle School, decrease in ESP hours from 16.25 to 13.75 hours/week, effective September 2, 2025.
11. Holly Paczkowski, Special Education Teacher, increase from .626 FTE at Montrose Elementary School of Innovation to additional .374 FTE at Hanover Elementary School, effective January 20, 2026.
12. Allyson Ross, KidKare Assistant at Parkside Elementary School, increase from 22.5 to 27.5 hours/week, effective March 10, 2026.
13. Carter Schmidt, KidKare Supervisor, increase and transfer from 25 hours/week at Montrose Elementary School of Innovation to 40 hours/week at Northwinds Elementary School, effective February 2, 2026.
14. Michelle Whitworth, ESP at Northwinds Elementary School, decrease from 36.25 to 32.5 hours/week, effective January 5, 2026.

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

1. Jennifer Doimer, ECSE Teacher at Montrose Elementary School of Innovation and Tatanka Elementary STEM School, request for leave of absence, effective November 3, 2025 and ending December 23, 2025.
2. Sandra Holmquist, ESP at Buffalo Community Middle School, date adjustment to leave of absence to ending December 23, 2025.
3. Caroline Ashton Kissel, 3<sup>rd</sup> Grade Teacher at Hanover Elementary School, date adjustment to leave of absence to effective November 3, 2025.
4. Kinsey Mens, Science Teacher at Buffalo High School and Phoenix Learning Center, request for leave of absence, effective March 9, 2026 and ending June 5, 2026.
5. Jennifer Nichols, Physical Education Teacher at Buffalo Community Middle School, date adjustment to leave of absence to effective December 22, 2025.
6. Linda Pacel, AVID Tutor at Buffalo High School and Phoenix Learning Center, request for leave of absence, effective January 12, 2026 and ending April 6, 2026.
7. Marlo Rivera, Custodian at Buffalo High School, request for leave of absence, effective December 18, 2025 and ending January 30, 2026.

8. Taina Santiago, ESP at Buffalo High School and Phoenix Learning Center, request for leave of absence, effective January 23, 2026 and ending April 15, 2026.

**B. Check Disbursements**

Payroll checks # 9000185373 through 9000188642, and 206949 through 206963 amounting to \$4,246,375.70. P-card disbursement checks 8000003442 to 8000003478, totaling \$182,934.61. Bill-pay wires 8100002392 through 8100002433. Employee reimbursement checks 9100006228 through 9100006299 and Accounts Payable checks 410295 through 410741 for the period of November 3, 2025 – January 19, 2026 as follows:

01	GENERAL FUND	6,137,336.02
02	FOOD SERVICE	422,255.45
04	COMMUNITY SERVICE	287,675.47
05	CAPITAL OUTLAY	219,410.60
06	NEW BUILDING	610,754.50
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	27,484.00
16	ALTERNATIVE FACILITIES	0.00
45	POST EMP BENEFITS <u>IRREV TRU</u>	199,897.14
47	DEBT REDEMPTION	0.00
51	ACTIVITIES	0.00

**TOTAL \$7,904,813.18**

**C. Electronic Fund Transfers**

A list of the electronic fund transfers occurring in the official depositories (for the period of Dec. 1 - Jan. 13) is as follows:

Date	Vendor & Purpose	Amount
12/01/25	HealthPartners - Health Insurance	\$ 897,480.12
12/02/25	MN Dept. of Revenue – State Taxes	75,042.51
12/02/25	Xcel Energy – Utility	8.69
12/02/25	Delta Dental – Dental Insurance	6,496.71
12/02/25	WEX – Flex/Health Insurance	15,081.28
12/02/25	Educators Benefit Consultants – Deferred Annuities	66,770.04
12/03/25	eBay	(2,455.21)
12/03/25	District #877 Employees – Employee Reimbursement	4,266.72
12/04/25	WEX – Flex/Health Insurance	1,328.19
12/05/25	BMO Corporate MasterCard – P-Card	182,934.61
12/05/25	WEX – Flex/Health Insurance	650.39
12/08/25	Delta Dental – Dental Insurance	5,283.17
12/09/25	FeePay - Community Ed Fee	5,893.13
12/09/25	WEX – Flex/Health Insurance	823.45
12/10/25	FeePay - Community Ed Fee	1,450.00
12/11/25	WEX – Flex/Health Insurance	36.42
12/15/25	Cash Management Service Fee - MSDLAF	34.98
12/15/25	IRS USA Tax Pmt – Federal Taxes	431,229.31
12/15/25	MN Public Employees Retirement Association	77,794.41
12/15/25	District #877 Employees – Employee Payroll	1,540,734.25
12/15/25	MN Public Employees Retirement Association	26.71
12/15/25	IRS USA Tax Pmt – Federal Taxes	41,652.99
12/15/25	IRS USA Tax Pmt – Federal Taxes	168.54
12/15/25	MN Teachers Retirement Association	259,418.75
12/15/25	MN Teachers Retirement Association	31,384.32
12/15/25	WEX – Flex/Health Insurance	12.66
12/15/25	Delta Dental – Dental Insurance	12,378.11
12/15/25	MN Teachers Retirement Association	193.39
12/16/25	MN Dept. of Revenue – State Taxes	73,334.85
12/16/25	Educators Benefit Consultants – Deferred Annuities	66,874.01
12/16/25	WEX – Flex/Health Insurance	43,322.36
12/17/25	WEX – Flex/Health Insurance	70.31
12/18/25	District #877 Employees – Employee Reimbursement	1,798.02
12/18/25	MN Dept. of Revenue – Sales Tax	4,187.00
12/18/25	District #877 Employees – Employee Reimbursement	449.29
12/19/25	WEX – Flex/Health Insurance	3.04

12/22/25	Alerus	540.00
12/22/25	WEX – Flex/Health Insurance	379.07
12/22/25	Xcel Energy – Utility	538.73
12/22/25	Delta Dental – Dental Insurance	4,511.23
12/23/25	WEX – Flex/Health Insurance Admin Fee	2,196.25
12/23/25	WEX – Flex/Health Insurance	344.10
12/23/25	Delta Dental – Dental Insurance	3,107.76
12/24/25	WEX – Flex/Health Insurance	(1,783.33)
12/26/25	WEX – Flex/Health Insurance	636.00
12/29/25	WEX – Flex/Health Insurance	4,813.87
12/30/25	District #877 Employees – Employee Payroll	1,407,004.84
12/30/25	IRS USA Tax Pmt – Federal Taxes	448,576.12
12/30/25	MN Teachers Retirement Association	259,796.57
12/30/25	MN Public Employees Retirement Association	88,196.62
12/30/25	WEX – Flex/Health Insurance	279.96
12/30/25	Delta Dental – Dental Insurance	10,197.48
12/31/25	MN Dept. of Revenue – State Taxes	73,533.34
12/31/25	District #877 Employees – Employee Reimbursement	4,186.31
12/31/25	Educators Benefit Consultants – Deferred Annuities	66,995.80
12/31/25	WEX – Flex/Health Insurance	11,093.93
01/02/26	WEX – Flex/Health Insurance	51.27
01/02/26	Xcel Energy – Utility	3.14
01/02/26	HealthPartners - Health Insurance	898,083.04
01/05/26	WEX – Flex/Health Insurance	1,769.33
01/06/26	WEX – Flex/Health Insurance	1,729.95
01/06/26	Delta Dental – Dental Insurance	6,270.25
01/06/26	MidAmerica - HRA	240,881.78
01/06/26	MidAmerica - Special Pay Plan	29,493.72
01/06/26	BMO Corporate MasterCard – P-Card	109,456.43
01/07/26	eBay	(1,950.66)
01/07/26	WEX – Flex/Health Insurance	1,219.16
01/08/26	WEX – Flex/Health Insurance	263.19
01/08/26	FeePay - Community Ed Fee	4,797.79
01/09/26	FeePay - Community Ed Fee	1,500.00
01/12/26	Delta Dental – Dental Insurance	6,058.29
01/12/26	WEX – Flex/Health Insurance	655.85
01/12/26	Delta Dental – Dental Insurance	4,968.33
01/13/26	WEX – Flex/Health Insurance	9,792.66
	<b>Total</b>	<u>\$ 7,546,345.69</u>

D. Minutes: December 8, 2025, Regular Meeting and January 12, 2026, Special Meeting

Smude/Lawrence to approve  
Motion carried 5-0

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 \$76,238.54.

Hoffman/Greig to approve  
Motion carried 5-0

B. Physical Education CAP Approval

Pam Miller, Director of Teaching and Learning

Recommend approval for requests that were presented at the Board Workshop.

Lawrence/Greig to approve  
Motion carried 5-0

C. Pay Equity Report

Evan Ronken, Director of Human Resources

Recommend approval as presented at the Board Workshop.

Smude/Hoffman to approve  
Motion carried 5-0

D. 2026 Authorized Signers for Official Depositories

Ryan Tangen, Director of Finance and Operations

Annually updated to reflect any changes in board chairs.

BE IT RESOLVED the following authorization signatures be accepted by the official depositories. The authorization signatures are as follows:

Robert Sansevere – Chairperson, Adam Bjorklund – Clerk, Amanda Lawrence – Treasurer, Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Cassidy Clifton.

Greig/Lawrence to approve

Motion carried 5-0

E. 2026 Authorized Signers for Electronic Fund Transfers

Ryan Tangen, Director of Finance and Operations

Annually updated.

BE IT RESOLVED the following persons are authorized to make electronic fund transfers: Scott Thielman, Ryan Tangen, Miranda Kramer, Kari Jorgenson, and Cassidy Clifton.

Lawrence/Smude to approve

Motion carried 5-0

F. 2026-27 Budget Assumptions

Ryan Tangen, Director of Finance and Operations

The 2026-27 Budget Assumptions establish the framework for developing the upcoming budget. These assumptions were used to create the base financial projections presented at the Board Workshop. Recommend approval.

Hoffman/Lawrence to approve

Motion carried 5-0

6. REPORTS

A. American Indian Annual Compliance/Vote of Concurrence

Pam Miller, Director of Teaching and Learning

Annual report. The BHM American Indian Parent Advisory Committee met on January 12, 2026 and has issued a vote of concurrence for 2026. The compliance documentation will be submitted prior to the March 1, 2026 deadline.

7. COMMITTEE REPORTS

MH: Custodian Negotiations

8. SUPERINTENDENT'S REPORT

Shout out to Mr. Helppi and custodial staff for a quick response to faulty sprinkler head at BHS on Sunday, 1/25/26. Water was cleaned up and ceiling tiles were replaced in time for Monday morning class. Helppi added that it was a team of people, including the Buffalo Fire Department who stayed and cleaned up a lot of water.

On behalf of the Minnesota School Board Association, Dr. Thielman presented Vice Chair Sheila Smude with a Director's Award and Leadership Development Certificate for completing all four phases of board member training offered by the MSBA.

9. ADJOURN

Lawrence/Smude moved to adjourn at 7:14 PM

Motion carried 5-0

Respectfully Submitted,  
Adam Bjorklund, Clerk  
ISD 877 Board of Education