

**Buffalo-Hanover-Montrose Schools**  
**School Board Meeting**  
Monday, December 8, 2025  
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, Mike Honsey, Adam Bjorklund, Sheila Smude, Angie Greig,  
Matt Hoffman, Amanda Lawrence  
Absent: none
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Approval of Agenda  
  
Lawrence/Smude to approve  
Motion carried 7-0
3. COMMUNICATIONS
  - A. Student Council Report  
Audyn Molesky, Student Council Representative to the BOE  
Winter sports are in full swing. Knowledge Bowl and Mock Trial started up. NHS is hosting a blood drive on the 17<sup>th</sup>. Toys for Tots collection going on right now – competition between advisories. Sounds of the Season Concert coming. First Trimester wrapped up.
  - B. Proud Of
    1. Buffalo FFA Market Plan team members Isaac Erhard, Brendan Park, and Colton Peterson, who earned a silver rating at the National FFA Convention in Indianapolis.
  - C. Board Calendar Dates
    1. Tuesday, December 16, 2025 Board Retreat 1:00-3:00 PM at DC Board Room
    2. Monday, January 12, 2026 Special Meeting 4:30 PM at BHS
    3. Monday, January 12, 2026 Board Workshop 4:45 PM at BHS
    4. Monday, January 26, 2026 Public Comment Session if needed 6:30 PM at DC Board Room
    5. Monday, January 26, 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. Daniel Kloeppner, Social Studies Teacher for Trimester 2 at Buffalo High School, effective December 1, 2025 and ending March 9, 2026.
    2. Alexa Brown, ESP Districtwide, effective November 21, 2025. This is a new position.

3. Jared Petty, ESP at Buffalo Community Middle School, effective November 21, 2025. This is a replacement for Becky Niskanen.

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

1. Kadence Baloun, AVID Tutor at Buffalo High School, resignation effective November 25, 2025.
2. Bethany Bienias, ESP at Hanover Elementary School, resignation effective January 16, 2026. She will be transferring to another position.
3. Alexis Eitel, ESP with ECSE, resignation effective December 4, 2025.

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

1. Dustine Jerde, ESP at Buffalo Community Middle School, decrease from 37.5 to 32.5 hours/week, effective November 18, 2025. This is due to resignation as an AVID Tutor.
2. Jamie Lemke, ESP at Discovery Elementary School, increase from 23.75 to 25 hours/week, effective September 4, 2025.
3. Amy Maatz, ESP at Buffalo Community Middle School, decrease from 37.5 to 32 hours/week, effective September 2, 2025.
4. Marie Torkelson, from Nutrition Services Assistant at Buffalo High School to Buffalo Community Middle School, effective December 1, 2025.
5. Lilah Herzog, KidKare Assistant at Parkside Elementary School, increase from 8.75 to 15 hours/week, effective December 1, 2025.

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

1. Jennifer Nichols, Physical Education Teacher at Buffalo Community Middle School, request for leave of absence, effective January 5, 2026 and ending February 27, 2026.
2. Jennifer Thaler, Kindergarten Teacher at Hanover Elementary School, request for leave of absence, effective on or about March 12, 2026 and ending June 5, 2026.
3. Tatiana de Oliveira, ESP at Northwinds Elementary School, request for leave of absence, effective December 15, 2025 and ending January 30, 2026.

**B. Check Disbursements**

Payroll checks # 9000184472 through 9000185372, and 206935 through 206948 amounting to \$1,397,291.85. P-card disbursement checks 8000003406 to 8000003441, totaling \$175,533.66. Bill-pay wires 8100002382 through 8100002391. Employee reimbursement checks 9100006196 through 9100006227 and Accounts Payable checks 410137 through 410294 for the period of November 14, 2025 – December 3, 2025 as follows:

01	GENERAL FUND	1,434,561.28
02	FOOD SERVICE	284,735.23
04	COMMUNITY SERVICE	61,580.93
05	CAPITAL OUTLAY	218,801.20
06	NEW BUILDING	608,220.83
07	DEBT SERVICE	0.00
09	ACTIVITY FUND	20,312.78
16	ALTERNATIVE FACILITIES	0.00
45	POST EMP BENEFITS IRREV TRU	928.14
47	DEBT REDEMPTION	0.00
51	ACTIVITIES	1487.16
<b>TOTAL</b>		<b>\$2,630,627.55</b>

### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Nov.14 - Nov. 30) is as follows:

<b>Date</b>	<b>Vendor &amp; Purpose</b>	<b>Amount</b>
11/14/25	District #877 Employees – Employee Payroll	\$ 1,354,892.45
11/14/25	Educators Benefit Consultants – Deferred Annuities	(68.75)
11/14/25	IRS USA Tax Pmt – Federal Taxes	433,906.47
11/14/25	MN Public Employees Retirement Association	79,356.59
11/14/25	MN Teachers Retirement Association	258,798.55
11/14/25	WEX – Flex/Health Insurance	692.32
11/17/25	Delta Dental – Dental Insurance	5,954.95
11/17/25	Educators Benefit Consultants – Deferred Annuities	66,353.36
11/17/25	MN Dept. of Revenue – State Taxes	70,339.74
11/17/25	MN Dept. of Revenue – State Taxes	708.73
11/17/25	MN Dept. of Revenue – State Taxes	643.53
11/17/25	WEX – Flex/Health Insurance	12,941.35
11/18/25	Cash Management Service Fee	42.22
11/18/25	WEX – Flex/Health Insurance	32.12
11/19/25	District #877 Employees – Employee Reimbursement	4,525.93
11/19/25	MN Dept. of Revenue – Sales Taxes	417.00
11/19/25	Xcel Energy – Utility	526.52
11/20/25	Alerus	530.00
11/20/25	WEX – Flex/Health Insurance	88.15
11/21/25	Delta Dental – Dental Insurance	3,090.87
11/21/25	WEX – Flex/Health Insurance	952.24
11/24/25	Delta Dental – Dental Insurance	11,091.94
11/24/25	Educators Benefit Consultants – Deferred Annuities	(68.75)
11/24/25	WEX – Flex/Health Insurance	5.91
11/25/25	WEX – Flex/Health Insurance	586.70
11/25/25	WEX – Flex/Health Insurance Admin Fee	2,190.75
11/26/25	WEX – Flex/Health Insurance	397.50
11/28/25	District #877 Employees – Employee Payroll	1,389,125.47
11/28/25	IRS USA Tax Pmt – Federal Taxes	446,942.92
11/28/25	IRS USA Tax Pmt – Federal Taxes	5,260.06
11/28/25	MN Public Employees Retirement Association	84,925.60
11/28/25	MN Teachers Retirement Association	259,498.78
11/28/25	MN Teachers Retirement Association	4,541.55
	<b>Total</b>	<b>\$ 4,499,222.77</b>

### D. Minutes – November 24, 2025 Regular Meeting

Honsey/Bjorklund to approve

Motion carried 7-0

### 5. TRUTH IN TAXATION PRESENTATION

Ryan Tangen, Director of Finance and Operations (Scott Thielman presented in his absence.)

Our district has 7 active funds: general fund, food service fund, community service fund, building construction fund, debt service fund, HRA Trust fund, and OPEB Trust fund. The tax levy is based on many state-determined formulas plus voter approved referendums. Some increases in tax levies are revenue neutral, offset by reductions in state aid. Expenditure budget is limited by state-set revenue formulas, voter-approved levies and fund balance. An increase in school taxes does not always coorelate to an equal increase in budget. Recommended levy certification amount: \$22,206,794.60. Full presentation available at [www.bhmschools.org/school-board](http://www.bhmschools.org/school-board)

## 6. ACTION ITEMS

### A. Certify the 2025 Pay 2026 Levy

Ryan Tangen, Director of Finance and Operations

Hoffman/Honsey to approve the 2025 Payable 2026 tax levy in the amount of \$22,206,794.60.  
Motion carried 7-0

### B. Out-of-State Final Approval: BHS Unified Music to WI, February 2026

Zack Carlson-Giving, Vocal Music Teacher

Smude/Lawrence to approve  
Motion carried 7-0

### C. International Final Approval: French Dept. to France, March/April 2026

Jason Swanson, World Languages Teacher

Lawrence/Hoffman to approve  
Motion carried 7-0

### D. Policy Revisions

Scott Thielman, Superintendent

#### 1. Policy 410: Family and Medical Leave

Updated to reflect how new Minnesota Paid Family and Medical Leave Program will interact with current leave policies and practices.

Honsey/Hoffman to approve  
Motion carried 7-0

#### 2. Policy 450: Leave of Absences Unpaid

Updated to reflect how new Minnesota Paid Family and Medical Leave Program will interact with current leave policies and practices.

Smude/Lawrence  
Motion carried 7-0

### E. 2026-2027 School Calendar

Scott Thielman, Superintendent

The District 2026-2027 school calendar needs to be adjusted to include 3 non-student days over Thanksgiving Break. Additionally, adjustments were made in March and April to reflect 174 student days and the required number of teacher days.

Hoffman/Smude to approve  
Motion carried 7-0

## 7. REPORTS

## 8. COMMITTEE REPORTS

MH: CTLC

AB: Custodian Negotiations Wednesday

AL: District 877 EC - Meeting on 11/11/25 didn't have quorum but had good discussion about pork chop feed or doing new event; NWSISD

AG: CTLC

## 9. SUPERINTENDENT'S REPORT

## 10. ADJOURN

Lawrence/Greig moved to adjourn at 7:50 PM  
Motion carried 7-0

Respectfully Submitted,  
Amanda Lawrence, Clerk  
ISD 877 Board of Education