

Buffalo-Hanover-Montrose Schools  
School Board Meeting  
Monday, September 22, 2025  
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, Amanda Lawrence, Mike Honsey, Adam Bjorklund,  
Sheila Smude, Angie Greig, Matt Hoffman (arrived 7:02 PM)  
Absent: none
2. PRELIMINARY ACTIONS
  - A. Pledge of Allegiance
  - B. Approval of Agenda  
Greig/Honsey to approve  
Motion carried 6/0
3. COMMUNICATIONS
  - A. Proud of
    1. Kylie Kelm and Nolan Rabon, who were named as National Merit Scholarship Commended students.
    2. Terrisa Fisher, WEST Adult Basic Education teacher, who was named Teacher of the Year by the Literacy Action Network at its annual Summer Institute in August.
  - B. Student Council Report  
Audyn Molesky, Student Council Representative to the BOE  
Students appreciate remodels being done at high school. Freshman first day went well with B1 leaders. Homecoming Court was announced.
  - C. Board Calendar Dates
    1. October 13, 2025 Board Workshop 4:30 p.m. NES
    2. October 27, 2025 Public Comment Session if needed 6:30 p.m. DC Board Room
    3. October 27, 2025 Board Meeting 7:00 p.m. DC Board Room
  - D. Overnight Trip PLC to Wolf Ridge Environmental Learning Center
4. CONSENT AGENDA
  - A. Personnel  
APPOINTMENT – All appointments are contingent upon satisfactory completion of a criminal background check. Approve the following appointment.

1. Stephanie Schwartz, part-time .5 FTE, Special Education Teacher at Discovery Elementary, effective September 3, 2025. This appointment is contingent upon receipt of appropriate licensure. This is a replacement for CeCe VanDorp.
2. Alyssa Larsen, Special Education ESP at Parkside Elementary, effective September 2, 2025. This appointment is contingent upon agreement between ISD #877 and Education MN-Buffalo Education Support Professionals, Local #7334, extending a probationary period.
3. Rebekah Rockford, ECSE ESP at Tatanka Elementary, effective September 8, 2025.
4. Allison Swanson, School Secretary at Parkside Elementary, effective September 3, 2025. This is a replacement for Grace McCoy.
5. Brittney Teigland, Benefits/Business Office Assistant, effective September 22, 2025. This is a replacement for Connie Wrightsman.
6. Melissa Steward, Admin. Assistant to Superintendent/Board of Education, effective September 17, 2025. This is a replacement for Anita Underberg.
7. Kaitlin Kostron, Nutrition Services Assistant at Buffalo Community Middle School, effective September 16, 2025.
8. Samantha Solots, District-Wide Custodian Specialist, effective September 8, 2025. This is a replacement for Tom Kottke.
9. Sabrina Taylor, ECFE Preschool Assistant, effective September 8, 2025.
10. Sadie Fox, KidKare Assistant, effective September 2, 2025.
11. Kelsey Koodie, KidKare Assistant, effective September 2, 2025.
12. Keziah Koodie, KidKare Assistant, effective September 2, 2025.
13. Ashley Garcia Hernandez, KidKare Assistant, effective September 2, 2025.
14. Nevaeh Varhol, KidKare Assistant, effective September 2, 2025.
15. Sarah Schaar, KidKare Supervisor, effective September 3, 2025.
16. Hailey Drewes, KidKare Assistant, effective September 2, 2025.
17. Ayda Erlandson, KidKare Assistant, effective September 22, 2025.

RESIGNATION/RETIREMENT/TERMINATION – Approve the following resignation/retirement/termination:

1. Jennifer Nichols, Physical Education Teacher at Buffalo Community Middle School, retirement effective June 5, 2026.
2. Debra Kreb, ECFE Classroom Assistant, resignation effective May 31, 2025.
3. Samuel Muhlbauer, AVID Tutor at Buffalo Community Middle School, resignation effective June 5, 2025.
4. Emily Daluge, Nutrition Services Assistant at Hanover Elementary, resignation effective August 25, 2025.
5. Carrie Pope, Nutrition Services Assistant at Buffalo High School, resignation effective August 27, 2025.
6. Carrie Beyer, Nutrition Services Assistant at Buffalo Community Middle School, resignation effective September 12, 2025.
7. Becky Niskanen, ESP at Buffalo Community Middle School, resignation effective September 5, 2025.
8. Olivia Jonasson, KidKare Assistant, resignation effective August 15, 2025.

9. Matthew Tietz, 2<sup>nd</sup> Shift Custodian at Hanover Elementary, termination effective August 25, 2025.

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

1. Holly Paczkowski, Special Education Teacher at Montrose Elementary School of Innovation, increase from .532 to .626 FTE, effective August 25, 2025.
2. Kelli Barth, Science Teacher at Buffalo High School, teach one additional class during 1<sup>st</sup> Trimester, effective August 25, 2025 to December 1, 2025.
3. Tracy Lorenz, Science Teacher at Buffalo High School, teach one additional class during 1<sup>st</sup> Trimester, effective August 25, 2025 to December 1, 2025.
4. Becky Karna, Business Teacher at Buffalo High School, teach one additional class during 1<sup>st</sup> Trimester, effective August 25, 2025 to March 9, 2026.
5. Micah Morris, Science Teacher at Buffalo High School, teach one additional class during 1<sup>st</sup> Trimester, effective August 25, 2025 to December 1, 2025.
6. Carrie Schmitt, Special Education Teacher at Buffalo High School, teach one additional class during 1<sup>st</sup> Trimester, effective September 2, 2025 to December 1, 2025.
7. Emily Pearson, ECFE Preschool Teacher, increase from .964 to .997 FTE, effective August 25, 2025.
8. Charles Aldrich, ESP at Buffalo High School, increase from 15 to 17.5 hours/week, effective September 2, 2025.
9. Angela McClelland, LLC ESP at Buffalo High School, additional assignment as Special Education ESP, effective September 3, 2025.
10. Rebekah McShane, ESP at Parkside Elementary, transfer from Instructional/Supervisory ESP to Special Education ESP, effective September 2, 2025.
11. Janice Skelly, ESP at Buffalo Community Middle School, transfer from Special Education ESP for 30 hours/week to Media/Instructional/Supervisory ESP for 35/week, effective September 2, 2025.
12. Brooke Wahlenberg, additional appointment as long-term substitute custodian at Discovery Elementary, effective September 16, 2025.
13. Kylinn Bruce, KidKare Assistant, increase from 10 to 17.5 hours/week, effective September 2, 2025.
14. Olivia Flatten, KidKare Assistant, increase from 17.5 to 20 hours/week, effective September 2, 2025.
15. Allyson Ross, KidKare Assistant, increase from 17.5 to 22.5 hours/week, effective September 2, 2025.
16. Daniel Ross, KidKare Assistant, increase from 15 to 27.5 hours/week, effective September 2, 2025.
17. Marcy Sarkinen, KidKare Assistant, increase from 5 to 7.5 hours/week, effective September 2, 2025.
18. Taylor Zachman, KidKare Supervisor, increase from 15 to 17.5 hours/week, effective September 2, 2025.

19. Sadie Bienias, KidKare Assistant, increase from 10 to 11.25 hours/week, effective September 5, 2025.
20. Olivia Flatten, KidKare Assistant, increase from 20 to 28.75 hours/week, effective September 4, 2025.
21. Margaret Russek, ECFE Preschool Teacher, increase from .963 to .997 FTE, effective August 25, 2025.
22. Stephanie Adelman, ECFE Teacher, increase from .971 to .988 FTE, effective August 25, 2025.
23. Stephanie Halverson, ECFE Teacher, increase from .83119 to .883 FTE, effective August 25, 2025.
24. KellyAnn Loekrem, Special Education Teacher at Buffalo High School, teach one additional class during 1<sup>st</sup> Trimester, effective September 2, 2025 to December 1, 2025.

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

1. Caroline Ashton Kissel, 3<sup>rd</sup> Grade Teacher at Hanover Elementary, request for leave of absence, effective on or about November 5, 2025 and ending on or about February 27, 2026.
2. Mark Tuchscherer, Business Ed Teacher at Buffalo High School, request for leave of absence, effective August 25, 2025 and ending September 24, 2025.
3. Dena Peavey, Custodian at Discovery Elementary, request for leave of absence, effective June 25, 2025 and ending September 24, 2025.
4. Jennifer Anderson, Nutrition Services Assistant at Buffalo Community Middle School, request for leave of absence, effective August 28, 2025 and ending on December 5, 2025.

B. Check Disbursements

Payroll checks # 9000179157 through 9000180551, and 206887 through 206890 amounting to \$2,344,179.78. P-card disbursement checks 8000003338 to 8000003371, totaling \$162,097.59.

Bill-pay wires 8100002306 through 8100002325. Employee reimbursement checks 9100006023 through 9100006061 and Accounts Payable checks 409182 through 409463 for the period of August 15, 2025 – September 17, 2025 as follows:

|    |                             |                       |
|----|-----------------------------|-----------------------|
| 01 | GENERAL FUND                | 2,192,249.02          |
| 02 | FOOD SERVICE                | 586,900.76            |
| 04 | COMMUNITY SERVICE           | 169,209.19            |
| 05 | CAPITAL OUTLAY              | 436,521.26            |
| 06 | NEW BUILDING                | 6,505,012.83          |
| 07 | DEBT SERVICE                | 0.00                  |
| 09 | ACTIVITY FUND               | 9,539.60              |
| 16 | ALTERNATIVE FACILITIES      | 0.00                  |
| 45 | POST EMP BENEFITS IRREV TRU | 30,742.03             |
| 47 | DEBT REDEMPTION             | 0.00                  |
| 51 | ACTIVITIES                  | 0.00                  |
|    | <b>TOTAL</b>                | <b>\$9,930,174.69</b> |

### C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of Aug.8 – Sept.11) is as follows:

| <b>Date</b> | <b>Vendor &amp; Purpose</b>                        | <b>Amount</b> |
|-------------|----------------------------------------------------|---------------|
| 08/08/25    | FeePay - Communtiy Ed Fee                          | \$ 6,886.64   |
| 08/08/25    | WEX – Flex/Health Insurance                        | 186.74        |
| 08/11/25    | Delta Dental – Dental Insurance                    | 20,954.16     |
| 08/11/25    | FeePay - Community Ed Fee                          | 1,300.00      |
| 08/11/25    | WEX – Flex/Health Insurance                        | 923.36        |
| 08/12/25    | WEX – Flex/Health Insurance                        | 98.00         |
| 08/13/25    | WEX – Flex/Health Insurance                        | (100.00)      |
| 08/14/25    | WEX – Flex/Health Insurance                        | 266.64        |
| 08/15/25    | District #877 Employees – Employee Payroll         | 448,634.53    |
| 08/15/25    | IRS USA Tax Pmt – Federal Taxes                    | 137,132.37    |
| 08/15/25    | MN Public Employees Retirement Association         | 40,880.48     |
| 08/15/25    | MN Teachers Retirement Association                 | 42,691.65     |
| 08/15/25    | WEX – Flex/Health Insurance                        | 197.92        |
| 08/18/25    | Educators Benefit Consultants – Deferred Annuities | 17,336.51     |
| 08/18/25    | MN Dept. of Revenue – State Taxes                  | 22,809.02     |
| 08/18/25    | WEX – Flex/Health Insurance                        | 1,213.75      |
| 08/19/25    | Cash Management Service Fee                        | 15.19         |
| 08/19/25    | Delta Dental – Dental Insurance                    | 11,296.18     |
| 08/19/25    | Educators Benefit Consultants – Deferred Annuities | 4,365.00      |
| 08/19/25    | WEX – Flex/Health Insurance                        | 455.86        |
| 08/20/25    | Alerus                                             | 436.00        |
| 08/20/25    | District #877 Employees – Employee Reimbursement   | 1,522.68      |
| 08/20/25    | District #877 Employees – Employee Reimbursement   | 609.64        |
| 08/20/25    | MN Dept. of Revenue – Sales Taxes                  | 11.00         |
| 08/20/25    | WEX – Flex/Health Insurance                        | 50.72         |
| 08/20/25    | Xcel Energy – Utility                              | 772.26        |
| 08/21/25    | BCBS - Health Insurance                            | 842,060.08    |
| 08/21/25    | Delta Dental – Dental Insurance                    | 3,169.17      |
| 08/21/25    | WEX – Flex/Health Insurance                        | 198.55        |
| 08/25/25    | Delta Dental – Dental Insurance                    | 13,019.23     |
| 08/25/25    | WEX – Flex/Health Insurance                        | 130.00        |
| 08/25/25    | WEX – Payment                                      | 2,191.00      |
| 08/26/25    | WEX – Flex/Health Insurance                        | 788.53        |
| 08/27/25    | WEX – Flex/Health Insurance                        | 232.49        |
| 08/29/25    | District #877 Employees – Employee Payroll         | 1,146,429.83  |
| 08/29/25    | IRS USA Tax Pmt – Federal Taxes                    | 375,681.37    |
| 08/29/25    | WEX – Flex/Health Insurance                        | 112.00        |
| 09/02/25    | Delta Dental – Dental Insurance                    | 20,685.90     |
| 09/02/25    | Educators Benefit Consultants – Deferred Annuities | 61,511.66     |
| 09/02/25    | MN Dept. of Revenue – State Taxes                  | 63,766.33     |
| 09/02/25    | WEX – Flex/Health Insurance                        | 174.56        |
| 09/02/25    | Xcel Energy – Utility                              | 8.69          |
| 09/03/25    | District #877 Employees – Employee Reimbursement   | 1,752.98      |
| 09/03/25    | eBay                                               | (50.10)       |
| 09/03/25    | MN Public Employees Retirement Association         | 40,964.59     |
| 09/03/25    | MN Teachers Retirement Association                 | 242,493.06    |
| 09/03/25    | WEX – Flex/Health Insurance                        | 13,126.38     |
| 09/04/25    | WEX – Flex/Health Insurance                        | 266.30        |
| 09/05/25    | WEX – Flex/Health Insurance                        | 198.52        |
| 09/08/25    | BMO Corporate MasterCard – P-Card                  | 162,097.59    |
| 09/08/25    | Delta Dental – Dental Insurance                    | 9,869.01      |
| 09/08/25    | WEX – Flex/Health Insurance                        | 305.26        |
| 09/09/25    | FeePay - Communtiy Ed Fee                          | 6,733.74      |
| 09/10/25    | FeePay - Community Ed Fee                          | 1,300.00      |
| 09/10/25    | WEX – Flex/Health Insurance                        | 595.00        |
| 09/11/25    | WEX – Flex/Health Insurance                        | <u>208.34</u> |

**Total**

\$ 3,770,966.36

- D. Minutes - August 25, 2025 Regular Meeting  
Smude/Honsey 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 \$335.34.

Honsey/Hoffman to approve

Motion carried 7-0

B. 2025 Payable 2026 Proposed Levy Certification

Ryan Tangen, Director of Finance and Operations

Decrease in enrollment will affect levy. Roofing added to LTFM. The tax impact on a \$300,000 home will see a decrease of \$67/year.

Honsey/Lawrence to approve

Motion carried 7-0

6. COMMITTEE REPORTS

AL: NWSISD

7. SUPERINTENDENT'S REPORT

Great start to school year! Construction projects are finishing up. Welcome Melissa Steward! Best wishes, Anita Underberg!

8. ADJOURN

Lawrence/Hoffman to adjourn at 7:25 p.m.

Motion carried 7-0

Respectfully Submitted,

Amanda Lawrence, Clerk  
ISD 877 Board of Education