

Buffalo-Hanover-Montrose Schools
School Board Meeting
Monday, July 13, 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, Amanda Lawrence, Adam Bjorklund, Mike Honsey, Matt Hoffman (arrived at 4:38), Angie Greig (arrived at 4:44)

Absent: none

2. PRELIMINARY ACTIONS

A. Pledge of Allegiance

B. Approval of Agenda

Lawrence/Honsey to approve

Motion carried 5-0

3. COMMUNICATIONS

A. Proud Of

- 2026-2027 Minnesota Music Educators Association All-State Musicians: Wyatt Florell, Ciera Grambart, Isaac Gustafson, Alec Keranen, Madeline Krinke, Athens Radunz, Anthony Schmidt, and alternates Patrick Tallant, Avy Weinhandl, James Bolin, Sydney Hoffman, Donovan Johnson, Margot Miller

B. 2025-26 Donations Report

For the 2025-26 school year, BHM Schools received \$372,857.04 in donations and grants.

C. Board Calendar Dates

- Monday, August 10, 2026, Board Workshop 4:30 PM DC Board Room
- Monday, August 24, 2026, Public Comment *if needed* 6:30 PM DC Board Room
- Monday, August 24, 2026, Board Meeting 7:00 PM DC Board Room
- Thursday, August 27, 2026, District Staff Welcome Back 12:30 PM BHS PAC

4. CONSENT AGENDA

A. Personnel

Evan Ronken introduced Jennifer Greenhagen as the new Supervisor of Community Education. Jennifer is currently completing coursework for her Director of Community Education license. The District is seeking a variance from the MN Board of School Administrators (BOSA) as she completes her coursework. Until BOSA approves the variance, Jennifer will serve as the Community Education Supervisor. During the selection process, we heard that Jennifer values relationships and partnerships within the school and community, possesses a growth mindset

and is a lifelong learner, is committed to BHM Schools and believes strongly in the mission of our District, and is a collaborative leader.

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

1. John Anderson, Special Education Teacher/Work Based Learning Coordinator at PRIDE Transitions, effective August 17, 2026.
2. Danica Shoquist, Special Education Teacher at Buffalo High School, effective August 17, 2026. This is a replacement for Kathryn Hyams, contingent upon receipt of appropriate licensure.
3. Julia Weigle, Music Teacher at Tatanka Elementary STEM School effective August 17, 2026. This is a replacement for Rachel Vannett, contingent upon receipt of appropriate licensure.
4. Susan Davies-Polzine, ESP at Buffalo Community Middle School, effective August 31, 2026. This is a replacement for Dustine Jerde.
5. Alayna Foley, ECSE ESP, effective August 31, 2026. This is a replacement for Rebekah Rockford.
6. Jayda Knutson, ESP at Northwinds Elementary School, effective August 31, 2026. This is a replacement for Chloe Reineccius.
7. Pamela Partridge, ESP at Hanover Elementary School, effective August 31, 2026.
8. Kelsey Shaw, ESP at Buffalo Community Middle School, effective August 31, 2026. This is a new position.
9. Kyersten Thiele, ECSE ESP, effective September 8, 2026. This is a replacement for Pam Fox.
10. Abigail Wilson, ESP at Discovery Elementary School, effective August 31, 2026. This is a replacement for Patricia Moe.
11. Jennifer Greenhagen, Community Education Supervisor, effective July 14, 2026. This is a replacement for Eric Erlandson, contingent upon appropriate licensure through BOSA. Upon appropriate licensure, the position will become Director of Community Education.

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

1. Jillian Deglmann, School Secretary at Hanover Elementary School, resignation effective June 8, 2026.
2. Jennifer Greenhagen, Early Childhood Coordinator, resignation effective July 13, 2026. She is transferring to another position within the district.
3. Nate Hanson, wRight Choice Teacher at Buffalo High School, resignation effective June 5, 2026.
4. Ashley Stuart, KidKare Lead Supervisor at Montrose Elementary School of Innovation, resignation effective July 15, 2026.

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

1. Christopher Bytnar, Custodian, transfer from Buffalo Community Middle School to Buffalo High School, effective August 3, 2026.
2. Rebekah Cook, ESP, transfer from Districtwide 36.25 hours/week to Parkside Elementary School 33.75 hours/week, effective August 31, 2026.
3. Pam Fox, ESP at PRIDE Transitions, increase from 22 to 30 hours/week effective August 31, 2026.
4. Rebekah McShane, ESP at Parkside Elementary School, transfer from Special Education to SEBS, effective August 31, 2026.

B. Check Disbursements

Payroll checks # 9000197862 through 9000198535, and 207006 through 207011 amounting to \$508,301.52. P-card disbursement checks 8000003648 to 8000003679, totaling \$171,353.93. Bill-pay wires 8100002557 through 8100002569. Employee reimbursement checks 9100006621 through 9100006646 and Accounts Payable checks 411917 through 412098 for the period of June 15, 2026 – July 6, 2026 as follows:

01	GENERAL FUND	4,070,240.57
02	FOOD SERVICE	97,065.57
04	COMMUNITY SERVICE	45,555.74
05	CAPITAL OUTLAY	321,014.06
06	NEW BUILDING	201,234.45
07	DEBT SERVICE	950.00
09	ACTIVITY FUND	30,087.57
16	ALTERNATIVE FACILITIES	0.00
45	POST EMP BENEFITS IRREV TRU	0.00
47	DEBT REDEMPTION	0.00
51	ACTIVITIES	0.00
	TOTAL	\$4,766,147.96

C. Electronic Fund Transfers

A list of the electronic fund transfers occurring in the official depositories (for the period of June 17-July 5) is as follows:

Date	Vendor & Purpose	Amount
06/17/26	WEX – Flex/Health Insurance	\$ 428.00
06/17/26	District #877 Employees – Employee Reimbursement	5,280.03
06/17/26	Xcel Energy – Utility	2,030.96
06/18/26	MN Dept. of Revenue – Sales Taxes	1,266.00
06/22/26	WEX – Flex/Health Insurance	66.06
06/22/26	Alerus	422.00
06/23/26	WEX – Flex/Health Insurance	1,022.34
06/23/26	Delta Dental – Dental Insurance	15,896.22
06/23/26	Delta Dental – Dental Insurance	3,051.46
06/23/26	Xcel Energy – Utility	565.70
06/24/26	WEX – Flex/Health Insurance	14.99
06/25/26	WEX – Flex/Health Insurance	39.00
06/25/26	WEX – Payment	2,132.75
06/29/26	Delta Dental – Dental Insurance	14,730.91
06/29/26	WEX – Flex/Health Insurance	1,756.18
06/30/26	MN Public Employees Retirement Association	56,935.21
06/30/26	WEX – Flex/Health Insurance	224.99
06/30/26	District #877 Employees – Employee Reimbursement	2,598.03
06/30/26	MN Teachers Retirement Association	32,890.54
06/30/26	District #877 Employees – Employee Payroll	494,058.51
06/30/26	IRS USA Tax Pmt – Federal Taxes	140,454.66
07/01/26	WEX – Flex/Health Insurance	3,330.25
07/01/26	BCBS – Health Insurance	882,912.33
07/01/26	MN PL Fund - State Tax	109,628.29
07/01/26	MN Dept. of Revenue – State Taxes	20,563.85
07/01/26	Educators Benefit Consultants – Deferred Annuities	19,705.06
07/01/26	MN Dept. of Revenue – Garnishments	152.43
07/02/26	WEX – Flex/Health Insurance	825.00
07/02/26	Xcel Energy – Utility	463.92
07/03/26	WEX – Flex/Health Insurance	1,230.37
	Total	\$ 1,814,676.04

D. Minutes - June 22, 2026 Regular Meeting

E. 2026-27 Annual Memberships

- Minnesota School Boards Association (MSBA)
- Minnesota State High School League (MSHSL)
- Association of Metropolitan School Districts (AMSD)

Smude/Honsey 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 \$500.00.

Honsey/Smude to approve

Motion carried 5-0

B. 2026-27 Substitute Rates

Evan Ronken, Director of Human Resources

Increase in pay recommended for substitutes, casual, and community education level 1 pay.

Lawrence/Hoffman to approve

Smude and Honsey to abstain

Motion carried 4-0

C. Project Bid Results

Tim Helppi, Director of Buildings and Grounds

Recommend to approve the rejection of all bids for the Montrose Elementary School of Innovation and Tatanka Elementary STEM School upgrades project and authorize a re-bid in Fall 2026.

Smude/Honsey to approve

Motion carried 6-0

D. Student Activities Financial Report

Ryan Tangen, Director of Finance and Operations

Annual report that includes the summary statement of balances for student activity accounts.

Honsey/Hoffman to approve

Motion carried 6-0

E. Resolution Adopting the FY 2028 Long Term Facilities Maintenance 10-Year Plan

Ryan Tangen, Director of Finance and Operations

Resolution approves the district's 10-year LTFM plan and authorizes a property tax levy payable in 2027 for fiscal year 2027-28. This plan includes the 10-year expenditure schedule that was reviewed and approved on April 27, 2026.

SCHOOL BOARD RESOLUTION INDEPENDENT SCHOOL DISTRICT NO. 877

ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 28

LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2025, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member Lawrence moved for the resolution adoption and the motion was duly seconded by School Board Member Greig and, upon vote being thereon, the following voted in favor of the motion: Sansevere, Hoffman, Honsey, Smude, Bjorklund
And the following voted against: None

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. 877 approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 28 on the 13th of July 2026.

Lawrence/Greig to approve
Motion carried 7-0

F. MDE Identified Official with Authority (IOwA)

Scott Thielman, Superintendent

Superintendent Scott Thielman is recommended to act as the Identified Official with Authority (IOwA) for ISD #877.

Smude/Hoffman to approve
Motion carried 7-0

G. Policy Revision 533 Wellness

Scott Thielman, Superintendent

Nonsubstantive policy revision to Policy 533. Added “Director of Finance and Operations will be the district’s Wellness Coordinator” (section V).

Lawrence/Honsey to approve
Motion carried 7-0

H. Resolution Relating to the Election of School Board Members

Melissa Steward, Admin. Asst. to the Superintendent and Board of Education

**RESOLUTION FOR GENERAL ELECTIONS
RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

WHEREAS, the general election in each Minnesota school district must be held on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year.

WHEREAS, it is necessary for the school district to hold its general election for the purpose of electing three school board members for terms of four (4) years each.

THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 877 (Buffalo-Hanover-Montrose), State of Minnesota as follows:

The clerk shall include on the ballot the names of the individuals who file or have filed affidavits of candidacy during the period established for filing such affidavits, as though they had been included by name in this resolution. The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 3rd day of November, 2026.

Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the

same as for the state general election.

The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least eighty-four (84) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election. Any notice given prior to the date of the adoption of this resolution is ratified and confirmed in all respects.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district for public inspection at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election for public inspection. The clerk shall also cause two sample ballots to be posted in each polling place on Election Day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates, and rotation sequence on the ballots used in that polling place. The sample may be either in full or reduced size.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on Election Day.

The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the school district administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding preparation and distribution of ballots, election administration and cost sharing.

The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the form below, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

The motion for adoption of the Resolution was made by Member Honsey, duly seconded by Member Lawrence.

The vote on adoption of the Resolution was as follows:

Aye: Sansevere, Hoffman, Smude, Bjorklund, Greig

Nay: None

Absent: None

Whereupon, said Resolution was declared duly adopted by Independent School District No. 877, Buffalo-Hanover-Montrose, State of Minnesota, this 13th day of July, 2026.

Honsey/Lawrence to approve

Motion carried 7-0

6. REPORTS

A. Out-of-State Trip: World Language to Germany June 10-16, 2027

Michele Strassburg, German Teacher

Twenty students are interested in attending. Bid out to various tour organizations.

B. Out-of-State Trip: FFA to River Falls, WI on October 9, 2026

Scott Thielman, Superintendent

Horse Judging Contest. Currently 5 students.

7. COMMITTEE REPORTS

AB: SW Metro - new supt hire

BS: principal negotiations

8. SUPERINTENDENT'S REPORT

9. CLOSED SESSION – Negotiations

Closed session at 5:06 PM

Honsey/Lawrence moved to come out of closed session at 5:16 PM

10. ADJOURN

Honsey/Bjorklund moved to adjourn at 5:17 PM

Motion carried 7-0

Respectfully Submitted,

Adam Bjorklund, Clerk

ISD 877 Board of Education