

**EXTRACT OF MINUTES OF MEETING  
OF SCHOOL BOARD OF  
INDEPENDENT SCHOOL DISTRICT NO. 2687  
HOWARD LAKE, MINNESOTA**

Pursuant to due call and notice thereof, a special meeting of the School Board of Independent School District No. 2687, Howard Lake, Minnesota, was held on the 11th day of March, 2024, at 6:30 p.m.

The following Board members were present:

and the following were absent:

Member \_\_\_\_\_ introduced the following resolution and moved its adoption:

**RESOLUTION RELATING TO THE TERMINATION  
AND NONRENEWAL OF THE TEACHING CONTRACT  
OF JANAI KITTOCK, A PROBATIONARY TEACHER**

WHEREAS, Janai Kittock is a probationary teacher in Independent School District No. 2687, Howard Lake.

BE IT RESOLVED, by the School Board of Independent School District No. 2687, Howard Lake, that pursuant to Minnesota Statutes, section 122A.40, Subdivision 5, that the teaching contract of Janai Kittock, a probationary teacher in Independent School District No. 2687, Howard Lake, is hereby terminated at the close of the current 2023 - 2024 school year.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding termination and non-renewal of her contract as provided by law, and that said notice shall be in substantially the following form:

NOTICE OF TERMINATION  
AND NON-RENEWAL

March 12, 2024

Ms. Kittock  
Address

Dear Ms. Kittock:

You are hereby notified that at a regular meeting of the School Board of Independent School District No. 2687, Howard Lake, held on March 11, 2024, a resolution was adopted by a majority roll call vote to terminate your contract effective at the end of the current school year and not to renew your contract for the 2024- 2025 school year. Said action of the board is taken pursuant to Minnesota Statutes, section 122A.40, Subdivision 5.

You may officially request that the School Board give its reasons for the non-renewal of your teaching contract. For your information, however, this action is taken because of the financial condition of the School District and there is no full-time position in your area.

Yours very truly,  
SCHOOL BOARD OF INDEPENDENT SCHOOL  
DISTRICT NO. 2687, HOWARD LAKE

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Clerk of the School Board

The motion for the adoption of the foregoing resolution was duly seconded by

\_\_\_\_\_ and upon vote being taken thereon, the following voted in favor thereof:

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.

**CLERK’S CERTIFICATE**

STATE OF MINNESOTA        )  
  ) ss.  
COUNTY OF WRIGHT        )

I, the undersigned, being the fully qualified and acting Clerk of Independent School District No. 2687, Howard Lake, Minnesota, hereby certify that the attached and foregoing is a full, true and correct transcript of the minutes of a regular meeting of the School Board of Independent School District No. 2687, duly called and held on the date therein indicated, so far as such minutes relate to A Resolution Relating To The Termination and Nonrenewal of the Teaching Contract of Janai Kittock, a Probationary Teacher, and that said resolution included therein is a full, true and correct copy of the original thereof.

WITNESS MY HAND officially as such Clerk this 11th day of March, 2024.

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Clerk of the School Board  
Independent School District No. 2687  
Howard Lake, Minnesota