

**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 12th day of May, 2025, 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  
NON-RENEWAL OF THE TEACHING CONTRACT  
OF A PROBATIONARY TEACHER**

WHEREAS, Amber Hlavka is a probationary teacher employed by Independent School District No. 2687, Howard Lake, Minnesota (School District”).

BE IT RESOLVED, by the School Board of the School District, that pursuant to Minnesota Statutes, section 122A.40, subdivision 5, the teaching contract of Amber Hlavka, a probationary teacher, is hereby terminated at the close of the current 2024-2025 school year and is not renewed.

BE IT FURTHER RESOLVED that written notice be sent to said teacher regarding the termination and non-renewal of her contract as provided by law. The School Board has reviewed and hereby approves the letter to be sent to the teacher.

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.

**[LETTERHEAD]**

May 13, 2025

***PERSONAL DELIVERY AND U.S. MAIL***

Amber Hlavka

Address

RE: Notice of Nonrenewal of Probationary Employment

Dear Mrs. Hlavka:

You are hereby notified that at a meeting of the School Board of Independent School District No. 2687, Howard Lake ("School District") held on May 12, 2025, a resolution was adopted by a majority roll call vote of the School Board to non-renew and terminate your teaching contract effective at the end of the current 2024-2025 school year. A copy of this resolution is enclosed. This action was taken pursuant to Minnesota Statutes, section 122A.40, subdivision 5.

You received appropriate supervision and evaluation during your probationary employment with the School District. Upon your written request, the School District will provide you with the reasons for its nonrenewal of your teaching contract.

Yours very truly,

SCHOOL BOARD

INDEPENDENT SCHOOL DISTRICT NO. 2687, HOWARD LAKE

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Board Chair

Encl. Resolution Relating to the Termination and Non-Renewal of the Teaching Contract of a Probationary Teacher

c: Personnel File

**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 Amber Hlavka, 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 12th day of May 2025.

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

