

Minutes of Special Board Meeting

Menahga Public School District No. 821

Thursday, June 18, 2026, 6:30 PM, HS Media Center

The June 18, 2026 special meeting of the Menahga Public School board called to order by Chair Howard at 6:30 p.m. with the Pledge of Allegiance and Mission and Vision Statement.

Board members present: Katie Howard, Andrea Haverinen, Julia Kicker, Cherie Peterson, Sara Makela, and David Treinen.

Others present: Business Manager Dana Kennedy, ES Principal Lisa Parrish, HS Principal Michelle Koch, Assistant Principal John Hedstrom and Superintendent Jay Kjos.

One or more Board Members attending virtually;

MOTION BY Julia Kicker SECONDED BY Andria Haverinen VOTE carried unanimously to adopt the agenda as presented.

MOTION BY David Treinen
to remove the following from the consent agenda:
3.9. Volunteer Wrestling Coach, Kris Koll;

MOTION BY David Treinen SECONDED BY Cherie Peterson VOTE carried unanimously to approve the following consent items:

1. May 18, 2026 regular meeting minutes; June 1, 2026 policy meeting minutes;
2. Activity fund and monthly claims in the amount of \$486,003.66

3. Consider Staffing for 2026-2027:

- 3.1. Teacher Contract, Heidi Swenson, MA step 2;
- 3.2. Teacher Contract, Melody Rasmussen, BA step 1;
- 3.3. Paraprofessional, Paige Rousu, step 1;
- 3.4. Paraprofessional, Sophia Keranen, step 1;
- 3.5. Junior High Volleyball Coach, Emily Huotari, step 3;
- 3.6. Assistant Wrestling Coach, Austin Rife, step 5;
- 3.7. Assistant Wrestling Coach, Travis Ostby, step 6;
- 3.8. Assistant Wrestling Coach, Marcus Peterson, step 2;
- 3.10. Volunteer Wrestling Coach, Terry Weller;
- 3.11. Volunteer Wrestling Coach, Nate Hendrickson;
- 3.12. Volunteer Wrestling Coach, Ethan Hendrickson;
- 3.13. Assistant Boys Basketball Coach, Isaiah Usher, step 2;
- 3.14. Junior High Boys Basketball Coach, Isaiah Hahn, step 10;
- 3.15. Junior High Boys Basketball Coach, Nick Jasmer, step 8;
- 3.16. Assistant Girls Basketball Coach, Rylan Aho, step 9;
- 3.17. Junior High Girls Basketball Coach, Isaiah Hahn, step 10;
- 3.18. Junior High Girls Basketball Coach, Nick Jasmer, step 8;

4. Northwest Service Cooperative Environmental Health & Safety Service Agreement;
5. FY27 Wadena County Community Concern for Youth Program (CCY)

VOTE 1-5-0 with Sara Makela in favor and Katie Howard, Andrea Haverinen, Julia Kicker, Cherie Peterson, and David Treinen against to approve 3.9. Volunteer Wrestling Coach, Kris Koll;

MOTION BY David Treinen SECONDED BY Julia Kicker VOTE carried unanimously to approve Wesko and Delco Energy (option #2) Quotes not to exceed \$38,500 as presented.

MOTION BY Julia Kicker SECONDED BY Sara Makela VOTE carried unanimously to approve the insurance proposal as presented.

MOTION BY Andrea Haverinen SECONDED BY David Treinen VOTE carried unanimously to approve the FY27 Budget as presented.

MOTION BY Julia Kicker SECONDED BY Sara Makela VOTE carried unanimously to call for quotes for goods and services for FY27.

MOTION BY Andrea Haverinen SECONDED BY Cherie Peterson VOTE carried unanimously After one year of service, we renew the contracts for 2026-2027 to the following certified staff: Victoria Komulainen, Cassidy Bera, Madison Benham, Lakyn Johnson, Aryanna Wetteland, Steven Rader, Shalom Crook, Todd Marsden, Emily Huotari, and Logan Gerdes.

After two years of service, we renew the contracts for 2026-2027 to the following certified staff: Rae Bayman, Nathan Luetgers, Katri Haapala, Melissa Marsden, Alexa Mann, and Rilee Michaelson.

After three years of service, we renew the contracts for 2026-2027 and grant tenure to the following certified staff: Allison Schmitz, Logan Redetzke and Laura Takkunen.

MOTION BY Julia Kicker SECONDED BY Cherie Peterson VOTE carried unanimously to accept the letter of resignation from Delaney Crowl, 7th and 8th grade social studies teacher with Menahga Public Schools, effective June 30, 2026. We thank Delaney for her year of dedicated service to the students of our school.

The following resolution was introduced by Cherie Peterson
Appointing Identified Official with Authority (IOWA) for the External User Access Recertification System

WHEREAS the Minnesota Department of Education requires that school districts annual designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will

assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA).

THEREFORE, the Menahga Public School Board recommends to authorize Jason Kjos to act as the Identified Official with Authority (IOWA) for Menahga Public School District 0821-01.

Resolution duly seconded by Andrea Haverinen

And upon a roll call vote being taken, the following voted in favor: Cherie Peterson, Sara Makela, Julia Kicker, Katie Howard, Andrea Haverinen, and David Treinen

And the following voted against: none

The following resolution was introduced by Sara Makela

RESOLVED, that the Governing Board or Entity of Menahga High School located in the State of Minnesota delegates the control, supervision and regulation of interscholastic activities and athletics (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

FURTHER RESOLVED, that the school listed is authorized by this, the Governing Board of said school district or school to renew its membership in the Minnesota State High School League; and to participate in the approved interscholastic activities and athletics sponsored by said League and its various subdivisions.

FURTHER RESOLVED, that this Governing Board or Entity hereby adopts the Constitution, Bylaws, Policies, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's Official Handbook, on file at the office of the school district or school, or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities and athletics. Further, the administration and responsibility for determining student eligibility and for the supervision of such activities and athletics are assigned to the official representatives identified by this Governing Board or Entity.

Signing this Resolution for Membership affirms that this Governing Board has reviewed all required membership materials provided by the League which defines the purpose and value of education-based activity and athletic and programs and defines each member school's responsibilities. Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Student Code of Responsibilities (Bylaw 206.2) violations for students participating in activity and athletic programs by member schools.

Resolution seconded by Andrea Haverinen

The vote on adoption of the Resolution was as follows:

voting aye: Sara Makela, Katie Howard, Andrea Haverinen, David Treinen, and Cherie Peterson.

voting nay: Julia Kicker

absent: none

Whereupon, said resolution was declared duly adopted.
The above Resolution was adopted by the Governing Board or Entity of this school or district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

MOTION BY David Treinen SECONDED BY Cherie Peterson VOTE carried unanimously to approve the request from Menahga FFA Chapter's, Food Science, Forestry and Delegate Teams to attend an out-of-state National Competition in Indianapolis, Indiana on October 19, 2026 to October 25, 2026. All expenses to be paid through Menahga FFA Fundraising and Sponsorships. The school will cover Menahga's share of travel expense's within the state.

The following resolution was introduced by Cherie Peterson

RESOLUTION ACCEPTING DONATIONS

WHEREAS, MS 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, MS 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. *Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full.*";

THEREFORE, BE IT RESOLVED, that the School Board of Menahga Public School Dist 821 gratefully accept the following donations as identified below: \$750 to the Menahga FFA Chapter from the Hidden Angus Ranch and \$5,000 to the Menahga Art League from an Anonymous Donor.

Resolution seconded by Julia Kicker

The vote on adoption of the Resolution was as follows:

voting aye: Julia Kicker, Katie Howard, Andrea Haverinen, David Treinen, Cherie Peterson, and Sara Makela.

voting nay: none

absent: none

Whereupon, said resolution was declared duly adopted.

MOTION BY Andrea Haverinen SECONDED BY David Treinen VOTE carried unanimously to accept, with gratitude, the following grant(s); STEM Ecosystem Grant awarded to Menahga FFA Chapter.

The Following Resolution was introduced by Andrea Haverinen

BE IT RESOLVED by the School Board of Independent School District No.821, State of Minnesota as follows:

1. (a) 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.

(b) 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.

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

3. 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.

4. 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 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 and to 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 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.

5. 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 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.

6. 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 following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections. The general election must be canvassed between the third and the tenth day following the general election.

Resolution seconded by Cherie Peterson

The vote on adoption of the Resolution was as follows:

voting aye: Andrea Haverinen, David Treinen, Cherie Peterson, Sara Makela, Julia Kicker, and Katie Howard.

voting nay: none

absent: none

Whereupon, said resolution was declared duly adopted.

MOTION BY David Treinen SECONDED BY Sara Makela VOTE carried unanimously to approve the second reading and adoption of Policy 504 Student Dress and Appearance as presented.

MOTION BY David Treinen SECONDED BY Andrea Haverinen VOTE carried unanimously to wave the first reading and approve the adoption of Policy 412 Expense Reimbursement as presented.

MOTION BY David Treinen SECONDED BY Sara Makela VOTE carried unanimously to approve the first reading of Policy 414 Mandated Reporting of Child Neglect or Physical or Sexual Abuse as presented.

MOTION BY Andrea Haverinen SECONDED BY Julia Kicker VOTE carried unanimously to approve the first reading of Policy 415 Mandated Reporting of Maltreatment of Vulnerable Adults as presented.

Recess at 7:54 p.m.

Resumed meeting at 7:59 p.m.

SUPERINTENDENT EVALUATION CLOSED MEETING PURSUANT TO MS13D.03, SUBD.3(a) MOTION BY Andrea Haverinen SECONDED BY Cherie Peterson VOTE carried unanimously to close the meeting for the purpose of conducting Superintendent Evaluation, pursuant to MS 13D.03, subd. 3(a) at 8:00 p.m. Reconvened the public portion of the meeting at 8:56 p.m.

MOTION BY Julia Kicker SECONDED BY Cherie Peterson VOTE carried unanimously to adjourn the June 18, 2026 special meeting of the Menahga Public School board at 8:56 p.m.

Respectfully submitted,