

## **ORGANIZATIONAL/REGULAR MEETING**

**Monday, January 12, 2026**

The Monday, January 12, 2026 Regular School Board meeting of Independent School Dist. #2687 (Howard Lake-Waverly-Winsted) was called to order at 6:31 pm. by Vice Chairperson Mulvihill. After the pledge of allegiance, roll was taken with the following members present: Mulvihill, Koch, Bauman, Marketon, Puncochar and J Borrell, and student representatives: Dier, Grosshuesch and Peterson; absent: B Borrell. Also present were Superintendent Dan Edwards, Principals Stephanie Kuehn, Jim Schimelpfenig, and Jennifer Olson, and Board Secretary Marilyn Greeley.

**(Item IV)** Puncochar recommended approval of the agenda; J Borrell seconded; passed unanimously.

**(Item V)** Dwayne Diers expressed concern about dirt in the gymnasiums at some of the HLWW activity events recently.

**(Item VI)** Proceeding to the organizational meeting. Mulvihill acted as chairperson to conduct this procedure.

**(Item VI, Subd. A)** Shannah Mulvihill will act as chairperson to conduct this procedure.

**(Item VI, Subd. A-1)** Marketon motioned to nominate B Borrell as chairperson; Koch seconded; passed unanimously.

**(Item VI, Subd. A-2)** Puncochar motioned to nominate Mulvihill as vice chairperson; Koch seconded; passed unanimously.

**(Item VI, Subd. A-3)** Puncochar motioned to nominate Koch as clerk; Marketon seconded; passed unanimously.

**(Item VI, Subd. A-4)** Marketon motioned to nominate Puncochar as treasurer; Koch seconded; passed unanimously.

**(Item VI, Subd. B)** Koch motioned to approve maintaining the committee per diems the same as 2025, \$50 for regular and work session meetings and committee meetings, and \$20 for event appearances and bill readers; J Borrell seconded; passed unanimously.

**(Item VI, Subd. C)** Puncochar motioned to approve the 2026 School Board Committee assignments as presented; Bauman seconded; passed unanimously.

**(Item VI, Subd. D-1)** J Borrell motioned to approve the Herald Journal as the official newspaper; Koch seconded; passed unanimously.

**(Item VI, Subd. D-2)** J Borrell motioned to approve the official depositories of Minnesota Liquid Asset Fund / US Bank and Citizens Alliance Bank of Howard Lake; Puncochar seconded; passed unanimously.

**(Item VI, Subd. E)** Bauman motioned to approve the legal counsel as Ratwik, Roszak & Maloney and Kennedy & Graven; Marketon seconded; passed unanimously.

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**(Item VI, Subd. F)** Puncochar motioned to approve the authorization of the Superintendent of Schools to use facsimile signatures for checks; J Borrell seconded; passed unanimously.

**(Item VI, Subd. G)** Marketon motioned to approve Megan Tormanen and Jennifer Borrell to conduct day to day banking business for the General School District Account, and MSDLAF Account; Koch seconded; those in favor: Marketon, Bauman, Koch, Puncochar and Mulvihill; opposed: none; abstained: J Borrell passed by majority vote.

**(Item VI, Subd. H)** J Borrell motioned to approve the Superintendent to make short term investments; Bauman seconded; passed unanimously.

**(Item VI, Subd. I)** Puncochar motioned to approve authorizing Megan Tormanen-Business Manager and Jennifer Borrell-Payroll/HR Coordinator to make electronic transfers of funds and investments as needed; Marketon seconded; those in favor: Puncochar, Koch, Bauman, Marketon and Mulvihill; opposed: none; abstained: J Borrell; passed by majority vote.

**(Item VI, Subd. J)** Puncochar motioned to approve authorizing the agents of the board to lease, purchase and contract for goods and services within the general budget categories; Bauman seconded; passed unanimously.

**(Item VI, Subd. K)** Koch motioned to approve allowing payment of claims that cannot be deferred to the next meeting without loss if discount or if the claim is the result of contract terms, purchase order terms or a vendor's standard terms; Marketon seconded; passed unanimously.

**(Item VI, Subd. L)** Marketon motioned to approve organizational memberships as listed, which included MSBA, MSHSL, MREA, CMERDC, Resource Training and Solutions, MAWSECO, and Wright Technical Center; Puncochar seconded; passed unanimously.

**(Item VI, Subd. M)** Puncochar motioned to have the Regular Board meetings be the second Monday (or Tuesday if the Monday is a legal holiday) of each month starting at 6:30 pm, held in the HLWW High School Media Center, except for November which will be the third Monday-November 16, 2026; Koch seconded; passed unanimously.

**(Item VI, Subd. N)** Marketon motioned to have the Work session meetings on the fourth Monday of each month and starting at 6:30pm if needed, held in the HLWW High School Media Center, except for March and November which will be fifth Mondays-March 30 and November 30, 2026; Koch seconded; passed unanimously.

**(Item VI, Subd. O)** Puncochar motioned to give secretaries the authority to complete the form based upon sight recognition; Bauman seconded; passed unanimously.

**(Item VI, Subd. P)** Marketon motioned to designate Dan Edwards, Superintendent and/or Marilyn Greeley, MARSS Coordinator, as the Identified Officials with Authority to authorize user access to MDE secure websites for ISD#2687; Koch seconded; passed unanimously.

**(Item VI, Subd. Q)** J Borrell motioned to approve the notice of handicapped accessibility; Marketon seconded; passed unanimously.

**(Item VI, Subd. R)** Bauman motioned to close the organizational meeting; Puncochar seconded; passed unanimously.

Mulvihill closed the organizational meeting at 6:56 pm.

**(Item VII)** Koch recommended approval of the consent agenda; Bauman seconded; passed unanimously.

The consent agenda included the December 15, 2025 Regular Board meeting minutes, P-Card December 2025 Bills, January 12, 2026 Check Register, Enrollment, the employment for **Meagan Westling** as a Paraprofessional effective January 9, 2026 replacing a position left unfilled in the fall; and **Melissa Cole** as a Paraprofessional effective January 15, 2026 replacing a position left unfilled in the fall, and the second reading and approval of the following policies: **417**-Chemical Use & Abuse, **505**-Distribution of Non-school-Sponsored Materials on School Premises by Students and Employees, **519**-Interviews of Students By Outside Agencies, **520**-Student Surveys, **606.5**-Library Materials and the following communications: Elementary, Middle and High School Newsletters and the notification of a celebration for Jeff Granrud.

**(Item VIII, Subd. A)** Superintendent Edwards reviewed the teacher MOU about early retirement. Koch indicated that the Negotiations Committee recommends approval of the MOU.

Puncochar recommended approval of the teacher mou about early retirement; Marketon seconded; passed unanimously.

**(Item VIII, Subd. B)** Megan Tormanen, Business Manager, reviewed and recommended the treasurer report for approval. Tormanen indicated she focused on enrollment and how it impacts the budget, and due to the declining enrollment, the district should review staffing levels so that it is aligned with the enrollment. Tormanen also reported the declining enrollment is not just with our district and it is due mainly because of declining birth rates.

Superintendent Edwards also indicated that the administration will be talking with teachers especially at the elementary level who will be impacted by the grade level change, and that there will be more information reviewed at the work session.

Marketon recommended approval of the treasurer report; Puncochar seconded; passed unanimously.

**(Item VIII, Subd. C)** J Borrell recommended approval of the Resolution Directing the Administration to make recommendations for reduction in curriculum, programs and positions; Bauman seconded; those in favor: Marketon, Bauman, Koch, Puncochar, J Borrell and Mulvihill; those opposed: none; passed unanimously.

**(Item VIII, Subd. D)** Mulvihill read the donations.

Puncochar recommended approval of the resolution accepting donations; Koch seconded; those in favor: Puncochar, J Borrell, Koch, Bauman and Mulvihill; abstained: Marketon; those opposed: none; passed by majority.

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**(Item VIII, Subd. E)** Superintendent Edwards indicated that the Policy Committee recommends review of MSBA's policy 613-Graduation Requirements.

**(Item VIII, Subd. F)** Mulvihill indicated discussing the 2026-27 budget preparation is on the agenda for the work session. Superintendent Edwards also indicated that Ehlers will also be attending.

Marketon recommended approval of the item for the work session; Puncochar seconded; passed unanimously.

**(Item VIII, Subd. G)** Board members verbally recognized positive things in the district. Bauman recognized the parents going to Deep Portage and thanked them for volunteering. Puncochar recognized high school students who are mentoring our younger lakers such as basketball players, wrestlers, FFA, choir etc. Marketon recognized Ms. Boillat to spending extra time to encourage students to love music. Peterson recognized the middle and high school speech teams who had students place in first and second place at a recent meet. J Borrell recognized Belinda Larson on all the training and practice for the One Act Play. Koch recognized the middle school staff for thinking of creative ways to help students receive targeted interventions during the school day. Grosshuesch recognized the honor band and choir and how Ms. Boillat gets the students involved. Diers recognized those who worked to put together videos for those students who may be experiencing addiction. Mulvihill recognized the Website implementation team for working on the new website; the team members are: Superintendent Edwards, Shannah Mulvihill, Julianna Peterson, Marilyn Greeley, Wyatt Determan, Julie Stifter, Stacy Horsch and Danielle Kuznia.

**(Item IX, Subd. A)** Superintendent Edwards reported the legislative platforms for MSBA, MREA and MASA are enclosed for the board to review.

**(Item IX, Subd. B)** Principal Olson reported:

- Kindergarten registration is scheduled for February 9, 2026, to a single location- Humphrey Elementary and one evening.

Principal Schimelpfenig reported:

- The end of second quarter and end of the semester is Friday January 16, 2026. Sixth grade students will be at Deep Portage and fifth, seventh and eighth grade students will be going to Skatin Place and Southway Bowl in St. Cloud if they qualify.
- The curriculum team met tonight to find the best fit for our reading and language arts curriculum.

Principal Kuehn reported:

- The registration process has started; eighth grade students and parents will have two opportunities to learn from the counseling team the process and what is available.

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- There will be a meet and greet for Jeff Granrud held on January 25, 2026 at the Howard Lake Library Community room from 1-3pm to celebrate his National Rural Educator of the Year award.

**(Item IX, Subd. C)** The student representatives gave a report.

Grosshuesch reported that she and Peterson would give their report together. Peterson indicated several students asked to have small counter tops in the bathrooms to put books and Chromebooks on while using the facilities. They also indicated that there was a bench in the Ag wing bathroom that was used for drama changes and to put books on however it is no longer there. Peterson also indicated there is a charge for period products in the bathrooms and it would be nice to have higher quality products available free of charge if possible.

Diers asked if there was any follow up on the tutor program he proposed at the last meeting. Superintendent Edwards reported we did not have any follow up on the tutor program. Principal Kuehn indicated we did talk about it and that it will be discussed at the next Leadership Team meeting on Wednesday at 7:15am and invited Diers to attend.

**(Item IX, Subd. D)** Mulvihill indicated there are no written school board committee reports. J Borrell wanted to recognize the Community Relations Committee and Superintendent Edwards and Shannah Mulvihill on implementation of a new school website.

**(Item IX, Subd. E)** Upcoming Board Member Event Appearances:

### **Calendar Link**

Students of Excellence April 22-Resource Training @ 4:30pm

**(Item X) Next Meeting Dates:**

**Work Session Meeting- January 26, 2026 6:30 pm HLWW HS Media Center**

**Regular Board Meeting-February 9, 2026 6:30 pm HLWW HS Media Center**

**(Item XI) Items for next meeting**

Work Session:

- Discuss 2026-27 Budget Preparation

Regular Meeting:

- Bill Reader for January-Koch
- Leave/Resignations/Retirements
- Employment Recommendations
- Approve Second Reading of Policies
- Approve First Reading of Policies
- Approve Treasurer Report-January, April, July, October
- Monthly Budget Report
- Approve Spring Coaching Staff

**(Item XII)** Close the meeting to discuss negotiation strategies.

Marketon motioned to close the regular meeting at 7:32 pm; Bauman seconded; passed

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unanimously.

J Borrell motioned to open the closed meeting to discuss negotiation strategies; Puncochar seconded; passed unanimously.

Discuss negotiation strategies.

Puncochar motioned to close the closed meeting; Koch seconded; passed unanimously.

(Item XIII) Puncochar motioned to re-open meeting at 7:44 pm; Koch seconded; passed unanimously.

Mulvihill adjourned the meeting at 7:45 pm.

Respectfully submitted,

Katie Koch, Clerk