

APPENDIX

ORGANIZATIONAL SCHOOL BOARD MEETING

VI.

(Item VI, Subd. A) Election of Board Officers:

Proceed with election of School Board Chairperson for 2026. Shannah Mulvihill will act as chairperson to conduct this procedure.

(Item VI, Subd. A-1) Chairperson: (action)

_____ motioned to nominate _____ as chairperson; _____ seconded; motion carried/failed.

Newly elected chairperson will continue the meeting from this point on.

(Item VI, Subd. A-2) Vice Chairperson: (action)

_____ motioned to nominate _____ as vice chairperson; _____ seconded; motion carried/failed.

(Item VI, Subd. A-3) Clerk: (action)

_____ motioned to nominate _____ as clerk; _____ seconded; motion carried/failed.

(Item VI, Subd. A-4) Treasurer: (action)

_____ motioned to nominate _____ as treasurer; _____ seconded; motion carried/failed.

(Item VI, Subd. B) Set Board & Committee Per Diems: (action)

(\$65 meeting per diem 2012-2021, reduced in 2022-2025 \$50	<u>2025</u>	<u>2026</u>
1. Regular/Work Session Meetings	\$50	
2. Committee Meetings	\$50	
3. Event Appearances (per approved list/enclosed)	\$20	
4. Bill Reader (since 2021)	\$20	

_____ motioned to approve the committee per diems; _____ seconded; motion carried/failed.

(Item VI, Subd. C) School Board Committee Assignments: (enclosure/action)

_____ motioned to approve the 2026 School Board Committee assignments; _____ seconded; motion carried/failed.

(Item VI, Subd. D)

1. Official Newspaper (action) The official newspaper has been the Herald Journal

_____ motioned to approve the Herald Journal as the official newspaper; _____ seconded; motion carried/failed.

2. Official Depositories with collateral: (action)

- Minnesota Liquid Asset Fund / US Bank
 - Cash management program that pools investments of MN schools for the highest possible yield.
- Citizens Alliance Bank of Howard Lake

_____ motioned to approve the official depositories; _____ seconded; motion carried/failed.

(Item VI, Subd. E) Approve Legal Counsel: (action)

Ratwik, Roszak & Maloney, P.A. for general needs and Kennedy & Graven, Chartered for election related items

_____ motioned to approve the legal counsel as Ratwik, Roszak & Maloney and Kennedy & Graven;
_____ seconded; motion carried/failed.

(Item VI, Subd. F) Approve authorizing the Superintendent of Schools to use facsimile signatures for checks and to the current plate until new signatures are determined. (action)

_____ motioned to approve the authorization of the Superintendent of Schools to use facsimile signatures for checks; _____ seconded; motion carried/failed.

(Item VI, Subd. G) Approve Staff Allowed for Banking Business (action)

We need to officially approve Megan Tormanen-Business Manager and Jennifer Borrell-HR/Payroll to be allowed to conduct day-to-day banking business for the General School District Account, and MSDLAF (MN School District Liquid Asset Fund) Account-state and county funds are deposited electronically to this fund.

_____ motioned to approve Megan Tormanen and Jennifer Borrell to conduct day to day banking business for the General School District Account, and MSDLAF Account; _____ seconded; motion carried/failed.

(Item VI, Subd. H) Approve authorizing the Superintendent of Schools or designee to make short term investments and transfer of school district funds, and to perform the duties of clerk and treasurer. (action)

_____ motioned to approve the Superintendent to make short term investments; _____ seconded; motion carried/failed.

(Item VI, Subd. I) Approve authorizing Megan Tormanen-Business Manager and Jennifer Borrell-Payroll/HR Coordinator to make electronic transfers of funds and investments as needed. (action)

_____ motioned to approve authorizing Megan Tormanen-Business Manager and Jennifer Borrell-Payroll/HR Coordinator to make electronic transfers of funds and investments as needed; _____ seconded; motion carried/failed.

(Item VI, Subd. J) Approve authorizing the agents of the board to lease, purchase and contract for goods and services within the general budget categories. (action)

_____ motioned to approve authorizing the agents of the board to lease, purchase and contract for goods and services within the general budget categories; _____ seconded; motion carried/failed.

(Item VI, Subd. K) Approve allowing payment of claims that cannot be deferred to the next meeting without loss of discount or if the claim is the result of contract terms, purchase order terms or a vendor's standard terms. (action)

_____ 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; _____ seconded; motion carried/failed.

(Item VI, Subd. L) Approve Organization Memberships: (action)

- Minnesota School Board Association (MSBA)
- Minnesota State High School League (MSHSL)
- Minnesota Rural Education Association (MREA)
 - MREA is an organization advocating exclusively for Greater Minnesota education.
- Central MN Educational Research & Development Council (CMERDC)
 - Bulk Supplies and Smart Finance Software Program
- Resource Training and Solutions
- Meeker and Wright Special Education Coop (MAWSECO)
- Wright Technical Center

_____ motioned to approve organizational memberships as listed; _____ seconded; motion carried/failed.

(Item VI, Subd. M) Set Regular School Board Meeting calendar for January 2026 to January 2027. (enclosure/action)

_____ 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; _____ seconded; motion carried/failed.

(Item VI, Subd. N) Set Work Session School Board calendar for January 2026 to January 2027 (if desired by board)

_____ motioned to have the Work session on the fourth Monday of each month and starting at 6:30pm if needed, held in the HLWW High School Media Center; _____ seconded; motion carried/failed.

(Item VI, Subd. O) Approve Race/Ethnicity Establishment Procedure (action)

Superintendent Dan Edwards recommends authorizing the secretaries to complete the Student Registration form based upon sight recognition.

_____ motioned to give secretaries the authority to complete the form based upon sight recognition; _____ seconded; motion carried/failed.

(Item VI, Subd. P) Approve Identified Official with Authority (IOwA) (action)

The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota 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 authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties.

_____ 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; _____ seconded; motion carried/failed.

(Item VI, Subd. Q) Approve Notice of Handicapped Accessibility (enclosure/action)

_____ motioned to approve the notice of handicapped accessibility; _____ seconded; motion carried/failed.

(Item VI, Subd. R) Close organizational meeting

___ closed the organizational meeting at ____

SCHOOL BOARD MEETING DATES 2026

Regular Board Meetings	Work Session Meetings
January 12, 2026	January 26, 2026
February 9, 2026	February 23, 2026
March 9, 2026	*March 23 2026
April 13, 2026	April 27, 2026
May 11, 2026	Tuesday-May 26, 2026
June 8, 2026	June 22, 2026
July 13, 2026	
August 10, 2026	August 24, 2026
September 14, 2026	September 28, 2026
October 12, 2026	October 26, 2026
November 16, 2026**	November 30, 2026
December 14, 2026	
January 11, 2027	January 25, 2027

School Board Meetings will be held in the Howard Lake-Waverly-Winsted High School Media Center, at 6:30pm the second Monday of each month unless otherwise noted. All meeting times are **6:30 p.m.**, unless otherwise noted. School board work sessions will be held in the HLWW High School Media Center at 6:30pm. the fourth Monday of each month if needed unless otherwise noted.

*Please note this falls on the Monday of Spring Break.

**Due to obtaining election results and audit process/presentation. November is an exception to the second and fourth Monday's-this month has five Monday's therefore we would propose going with the third and fifth Monday's.

Hello everyone, please see the schedule below for which month you should review bills. We usually run checks the Thursday prior to the board meeting; thus Friday or Monday are the best days to view bills.

Please be sure to notify Megan (mtormanen@hlww.k12.mn.us) or Nicole Kittock (nkittock@hlww.k12.mn.us or 320-543-4646) when you will be coming in to view bills so we are sure to have them ready for you.

Thanks,

BILL READERS – 2026

January (2026)	Koch
February	Marketon
March	Mulvihill
April	Puncochar
May	Bauman
June	B Borrell
July	J Borrell
August	Koch
September	Marketon
October	Mulvihill
November	Puncochar
December	Bauman
January (2027)	J Borrell

**HOWARD LAKE-WAVERLY-WINSTED
SCHOOL DISTRICT**

**NOTICE OF PROGRAM ACCESSIBILITY
FOR PERSONS WITH DISABILITIES**

All programs or activities offered by the Howard Lake-Waverly-Winsted School District, when viewed in their entirety, shall be readily accessible to individuals with disabilities. Information relating to the existence, location or relocation of services, activities, and facilities that are accessible to and usable by individuals with disabilities can be obtained upon request. Services, activities, and facilities are relocatable, but only as required by law. Please contact the School District's Superintendent, whose title, address, and telephone number are listed below:

Superintendent Dan Edwards
Howard Lake-Waverly-Winsted School District
8700 County Road 6 SW, PO Box 708
Howard Lake, Minnesota 55349
Telephone Number (320) 543-4646

Interested persons who need auxiliary aids and/or services for effective communication in programs or activities, including persons with impaired vision or hearing, are invited to make their needs and preferences known to the School District's Superintendent. Disabled individuals who need auxiliary aids and/or services to attend a meeting or function at school should make a request for reasonable accommodations within a reasonable time before the date of the event or function.