

**VII.**

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

Proceed with election of School Board Chairperson for 2025. Ben Borrell will act as chairperson to conduct this procedure.

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

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

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

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

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

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

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

(\$65 meeting per diem 2012-2021, reduced in 2022-2024 \$50      2024                      2025

- 1. Regular/Work Session Meetings                      \$50
- 2. Committee Meetings                                      \$50
- 3. Event Appearances (per approved list)              \$20
- 4. Bill Reader (new listing for 2021)                      \$20

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

**(Item VII, Subd. C)**

- 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 VII, Subd. D) 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 VII, Subd. E) 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 VII, Subd. F) 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 VII, Subd. G) 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 VII, Subd. H) 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 VII, Subd. I) 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 VII, Subd. J) 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 VII, Subd. K) 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 VII, Subd. L) Set Regular School Board Meeting calendar for January 2025 to January 2026. (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 VII, Subd. M) Set Work Session School Board calendar for January 2025 to January 2026 (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 VII, Subd. N) Approve Race/Ethnicity Establishment Procedure (action)**

Superintendent Nate Walbruch 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 VII, Subd. O) 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 Nate Walbruch, 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 VII, Subd. P) Approve Notice of Handicapped Accessibility** (enclosure/action)

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

**(Item VII, Subd. Q) Close organizational meeting**

\_\_\_ closed the organizational meeting at \_\_\_\_

## **SCHOOL BOARD MEETING DATES 2025**

<b>Regular Board Meetings</b>	<b>Work Session Meetings</b>
<b>January 6, 2025</b>	<b>January 27, 2025</b>
<b>February 10, 2025</b>	<b>February 24, 2025</b>
<b>March 10, 2025</b>	<b>March 24 2025</b>
<b>April 14, 2025</b>	<b>April 28, 2025</b>
<b>May 12, 2025</b>	<b>Tuesday-May 27, 2025</b>
<b>June 9, 2025</b>	<b>June 23, 2025</b>
<b>July 14, 2025</b>	
<b>August 11, 2025</b>	<b>August 25, 2025</b>
<b>September 8, 2025</b>	<b>September 22, 2025</b>
<b>October 13, 2025</b>	<b>October 27, 2025</b>
<b>November 10, 2025</b>	
<b>December 8, 2025</b>	
<b>January 12, 2026</b>	<b>January 26, 2026</b>

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.

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](mailto:mtormanen@hlww.k12.mn.us)) or Nicole Kittock ([nkittock@hlww.k12.mn.us](mailto: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 – 2025**

January (2025)	Mulvihill
February	Puncochar
March	Bauman
April	B Borrell
May	J Borrell
June	Koch
July	Marketon
August	Mulvihill
September	Puncochar
October	Bauman
November	B Borrell
December	J Borrell
January (2026)	Koch

**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 Nate Walbruch  
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.