

**APPENDIX**

**ORGANIZATIONAL SCHOOL BOARD MEETING**

**V.**

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

Proceed with election of School Board Chairperson for 2024. Mrs. Heuer will act as chairperson to conduct this procedure.

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

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

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

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

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

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

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

(\$65 meeting per diem 2012-2021, reduced in 2022 \$50	<b><u>2023</u></b>	<b><u>2024</u></b>
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 V, 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 V, 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 V, 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 V, 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 V, 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 V, 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 V, 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 V, 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 V, 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 V, Subd. L) Set Regular School Board Meeting calendar for January 2024 to January 2025** (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 6:30pm, held in the HLWW High School Media Center; \_\_\_\_\_ seconded; motion carried/failed.

**(Item V, Subd. M) Set Work Session School Board calendar for January 2024 to January 2025 (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 V, 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 V, 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 V, Subd. P) Approve Notice of Handicapped Accessibility** (enclosure/action)

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

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

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

## **SCHOOL BOARD MEETING DATES 2024**

<b>Regular Board Meetings</b>	<b>Work Session Meetings</b>
<b>Wednesday January 17, 2024</b>	<b>January 29, 2024</b>
<b>February 12, 2024</b>	<b>February 26, 2024</b>
<b>March 11, 2024</b>	<b>March 25 2024</b>
<b>April 8, 2024</b>	<b>April 22, 2024</b>
<b>May 13, 2024</b>	<b>Tuesday-May 28, 2024</b>
<b>June 10, 2024</b>	<b>June 24, 2024</b>
<b>*July 8, 2024</b>	
<b>August 12, 2024</b>	<b>August 26, 2024</b>
<b>September 9, 2024</b>	<b>September 23, 2024</b>
<b>October 14, 2024</b>	<b>October 28, 2024</b>
<b>Tuesday November 12, 2024</b>	
<b>December 9, 2024</b>	
<b>January 13, 2025</b>	<b>January 27, 2025</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.

**\*Possible date change to July 15, due to the holiday and year end processing.**

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 – 2024**

January (2024)	Bravinder
February	Borrell
March	Heuer
April	Koch
May	Marketon
June	Mulvihill
July	Puncochar
August	Bravinder
September	Borrell
October	Heuer
November	Koch
December	Marketon
January (2025)	Mulvihill

**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.