

**REGULAR MEETING**  
**Monday, January 6, 2025**  
**HLWW High School Media Center**

The Monday, January 6, 2025, Organizational/Regular School Board meeting of Independent School Dist. #2687 (Howard Lake-Waverly-Winsted) was called to order at 6:30 pm. by Vice Chairperson B Borrell. After the pledge of allegiance, B Borrell administered the oath of office to newly elected school board members Allie Bauman and Josh Borrell.

**(Item III)** B Borrell administered the oath of office to newly elected school board members Allie Bauman and Josh Borrell.

B Borrell read the oath of office to the newly elected school board members, Allie Bauman and Josh Borrell.

Allie Bauman and Josh Borrell read the oath of office.

**(Item IV)** Roll was taken with the following members present: B Borrell, Koch, J Borrell, Bauman, Marketon, Mulvihill and Puncochar. Also present were Superintendent Nate Walbruch, Principals Stephanie Kuehn and Jennifer Olson, and Board Secretary Marilyn Greeley

**(Item V)** Koch recommended approval of the agenda; Marketon seconded; passed unanimously.

**(Item VI)** There were no questions or comments from visitors.

**(Item VII, Subd. A)** Proceed to the organizational meeting. B Borrell acted as chairperson to conduct this procedure.

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

B Borrell continued as the chairperson for the meeting.

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

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

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

**(Item VII, Subd. B)** Mulvihill motioned to keep the meeting per diems at the existing amount of \$50 for regular and work session meetings and committee meetings, and \$20 for event appearances and bill readers; Puncochar seconded; passed unanimously.

**(Item VII, Subd. C-1)** Koch motioned to approve the Herald Journal as the official newspaper; Puncochar seconded; passed unanimously.

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

**(Item VII, Subd. D)** Mulvihill motioned to approve the legal counsel as Ratwik, Roszak & Maloney and Kennedy & Graven; Koch seconded; passed unanimously.

**(Item VII, Subd. E)** Mulvihill motioned to approve the authorization of the Superintendent of Schools to use facsimile signatures for checks; Bauman seconded; passed unanimously.

**(Item VII, Subd. F)** Puncochar motioned to approve Megan Tormanen and Jennifer Borrell to conduct day to day banking business for the General School District Account, and MSDLAF Account; Marketon seconded; Mulvihill asked if there is an abstention we need to be aware of; B Borrell reported there is not because it is part of the normal duties of the position; passed unanimously.

**(Item VII, Subd. G)** Puncochar motioned to approve the Superintendent to make short term investments and transfer of school district funds, and to perform the duties of clerk and treasurer; J Borrell seconded; passed unanimously.

**(Item VII, Subd. H)** Koch 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; passed unanimously.

**(Item VII, Subd. I)** Marketon 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 VII, Subd. J)** Puncochar 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; J Borrell seconded; passed unanimously.

**(Item VII, Subd. K)** Mulvihill motioned to approve organizational memberships as listed, which included MSBA, MSHSL, MREA, CMERDC, Resource Training and Solutions, MAWSECO, and Wright Technical Center; J Borrell seconded; passed unanimously.

**(Item VII, Subd. L)** Mulvihill motioned to have the Regular Board meetings, starting with February 2025, 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; Puncochar seconded; passed unanimously.

**(Item VII, Subd. M)** Puncochar 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; Koch seconded; passed unanimously.

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

**(Item VII, Subd. O)** Marketon 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; Koch seconded; passed unanimously.

**(Item VII, Subd. P)** Puncochar motioned to approve the notice of handicapped accessibility; J Borrell seconded; passed unanimously.

B Borrell closed the organizational meeting at 6:58pm.

**(Item VIII)** Marketon recommended approval of the consent agenda; Koch seconded; passed unanimously. The consent agenda included the December 9, 2024 Regular Board meeting minutes, bills, the monthly treasurer report, December 2024 Enrollment, the resignation of **Kevin Salverson** as Weight Room Supervisor effective December 1, 2024, and **Stacy Boonstra** as a Para at Winsted Elementary effective January 6, 2025 and a thank you card from Bangasser Family and the Elementary Laker Newsletter.

**(Item IX, Subd. A)** Megan Tormanen, Business Manager, gave an update on the budget.

**(Item IX, Subd. B)** B Borrell reviewed the information about a new video board for the high school gymnasium.

Superintendent Walbruch reported with the partnerships the district has secured they will help pay for the cost of the video board for the next five years, and after that those funds will continue to help the district with costs associated with the video board and other activities.

Koch reported this would help other sports benefit in the future.

Marketon asked if we had a plan for what happens with the funds in the future.

Walbruch indicated we should not plan for funds until the sixth year, but we will take the feedback to the Activities Director to start to think about what could happen with it in the future.

Marketon recommended approval of the video board for the high school gymnasium; Puncochar seconded; passed unanimously.

**(Item IX, Subd. C)** Marketon recommended approval of the overnight student trip for High School FFA students March 3-8 to Orlando, Florida for the National FFA Conference, March 27-28 to SDSU for Little I Competitions, and April 28-28 to U of MN for the State Convention; Koch seconded; passed unanimously.

**(Item IX, Subd. D)** J Borrell recommended approval of the Resolution Directing the Administration to make recommendations for reduction in curriculum, programs and positions;

Puncochar seconded; those in favor: Marketon, Bauman, Koch, J Borrell, Puncochar, Mulvihill and B Borrell; those opposed: none; passed unanimously.

**(Item IX, Subd. E)** Superintendent Walbruch reviewed the 2025-26 School Calendar.

Marketon asked if we could look at another version that would have the last day of school in May. Marketon indicated that the staff, students, and parents seemed to like to be out of school at the end of May if possible.

Puncochar also reported hearing that same information as well.

B Borrell summarized that we are asking for a revision to start after Labor Day and end before June.

Puncochar asked to check with the staff and if they aren't interested to stop researching.

J Borrell reported he liked this calendar where we had time off before Christmas.

B Borrell indicated we will review the 2025-26 calendar at the work session.

**(Item IX, Subd. F)** Puncochar recommended approval of the resolution accepting donations; Mulvihill seconded; those in favor: Mulvihill, Puncochar, J Borrell, Koch, Bauman, Marketon and B Borrell; those opposed: none; passed unanimously.

**(Item IX, Subd. G)** B Borrell indicated he would like to add board member recognition/shout outs to the agenda going forward. B Borrell said it would help keep the positive vibes going.

Superintendent Walbruch indicated this would be a time set aside at meetings to give recognition to what is happening in the district. Walbruch reported if you are struggling to find something to report on, please reach out and we will help provide you with some topics.

The consensus of the board was to add this to the agenda.

**(Item IX, Subd. H)** Superintendent Walbruch indicated part of his evaluation was to give a mid-year update on his goals. Walbruch reviewed his goals.

**(Item IX, Subd. I)** B Borrell reviewed the topics for the Work Session Agenda which included:

- Possible Draft of Revise Budget
- Grade Level Transition Team Update
- Review/Approve the 2025-26 calendar
- Update on parking lot entrance

Puncochar recommended approval of the items for the work session; J Borrell seconded; passed unanimously.

**(Item X, Subd. A)** Superintendent Walbruch reported:

- The principals and superintendent participated in a crisis response training in December.
- Principal Olson and I have met to discuss the next steps to move toward the grade level buildings and that a transition team would have representation from both elementary building sites.

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

- The fourth graders will be participating in a kindness retreat at the end of the month.
- March 4 and 11 will be kindergarten registration for the class of 2038.
- We will continue to work on Read Act training January 17 and 20.

Principal Kuehn reported:

- The last day before break we served hot chocolate and had treats for students and staff.
- We sent out a message to the graduating class if they would like to have a group graduation party in the high school commons. So far there are two families interested.
- We have been approached by a local quilter who would like to make a quilt for HLWW High School out of Laker T-Shirts.

**(Item X, Subd. C)** B Borrell indicated there was one written school board committee report enclosed.

**(Item X, Subd. D)** Upcoming Board Member Event Appearances:

**Calendar Link**

Students of Excellence April 23, 2025-Resource Training @ 4:30pm

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

**Work Session Meeting- January 27, 2025 6:30 pm HLWW HS Media Center**

**Regular Board Meeting-February 11, 2025 6:30 pm HLWW HS Media Center**

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

Work Session:

- Discuss/Review Treasurer Report
- Possible Draft of Revised Budget
- Grade Level Transition Team Update

Regular Meeting:

- Bill Reader for February-Puncochar
- Bill Reader for March-Bauman
- Department Report-
- Recognition's
- 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

**REGULAR MEETING**  
**Monday, January 6, 2025**

Page 6

B Borrell adjourned the meeting at 7:52 pm.

Respectfully submitted,

Katie Koch, Clerk