



MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD ORGANIZATIONAL MEETING

Tuesday, January 7, 2025 @ 5:30 pm | Conference Room

+ *Mission:* A community in continuous pursuit of excellence.

+ *Vision:* A partnership of staff, family, and community promoting lifelong learning in an everchanging world.

AGENDA – ORGANIZATIONAL MEETING

1. Regular Order of Business

- 1.1. Call to Order.....Acting Chair Abby Thostenson
- 1.2. Pledge of Allegiance
- 1.3. Roll Call

2. Business Agenda

- 2.1. Approval of the Meeting AgendaM/S/V
- 2.2. Oath of Office – New School Board MembersActing Chair Abby Thostenson

3. Election of Officers

- 3.1. Election of a ChairM/S/V
- 3.2. Election of a Vice-ChairM/S/V
- 3.3. Election of a ClerkM/S/V
- 3.4. Election of a TreasurerM/S/V

4. Organizational Meeting Items

- 4.1. Approve Committees and Representatives for 2025.....M/S/V
- 4.2. Establish Board of Director’s compensationM/S/V
- 4.3. Approve 2025 School Board Meeting dates and timesM/S/V
- 4.4. Approve Resolution Combining the Clerk and Treasurer Duties and Designating the Business Manager to perform these duties M/S/V-RC
- 4.5. Approve Resolution Authorizing the Payment of Claims Between School Board Meetings..... M/S/V-RC
- 4.6. Approve Resolution Appointing Responsible Contract Authority M/S/V-RC
- 4.7. Authorize the use of facsimile signaturesM/S/V
- 4.8. Authorize the Superintendent and/or Business Manager to make wire transfers.....M/S/V
- 4.9. Designate Pemberton Law as School District Legal Counsel.....M/S/V
- 4.10. Authorize obtaining/contacting legal counsel as/when necessaryM/S/V
- 4.11. Authorize the Superintendent/Designee to hire staffM/S/V
- 4.12. Authorize the Superintendent/Business Manager to invest school funds pursuant to Minnesota Statutes, approve the collateral from the financial institutions and approve PMA Asset Management for investment purposes.....M/S/V
- 4.13. Designate the State Bank of Taunton and PMA Asset Management as official depositories.....M/S/V
- 4.14. Designate the Minneota Mascot as the District’s official newspaperM/S/V

5. Calendar Review: Meeting & DatesI/D

6. Adjournment M/S/V



Minneota Public Schools
 Home of the Vikings
 Honor. Respect. High Expectations.

Item #2.2

School Board Member Oath of Office

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes, and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 414 to the best of my judgment and ability.

 Board Chair

 Date

 Member

 Date

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To: Emily Coequyt

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 414, Minneota Public Schools (Minneota, Minnesota), for a term beginning the January 7th, 2025 and expiring the first Monday in January, 2026.

Date: January 7, 2025

Emily Coequyt, Signature

STATE OF MINNESOTA)
)
COUNTY OF LYON)

The foregoing instrument was acknowledged before me this 7th day of January, 2025 by Emily Coequyt.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 414, Minneota Public Schools (Minneota, Minnesota), to the best of my judgment and ability.

Date: January 7, 2025

Emily Coequyt, Signature

STATE OF MINNESOTA)
)
COUNTY OF LYON)

The foregoing instrument was acknowledged before me this 7th day of January, 2025 by Emily Coequyt.

Notary Public

CAMPAIGN FINANCIAL REPORT

(All of the information in this report is public information)

Name of candidate, committee or corporation _____

Office sought or ballot question _____ District _____

Type of report _____ Candidate report
 _____ Campaign committee report
 _____ Association or corporation report
 _____ Final report

Period of time covered by report:
 from _____ to _____

CONTRIBUTIONS RECEIVED

Give the total for all contributions received during the period of time covered by this report. Contributions should be listed by type (money or in-kind) rather than contributor. See note on contribution limits on the back of this form. Use a separate sheet to itemize all contributions from a single source that exceeded \$100 during the calendar year. This itemization must include name, address, employer or occupation if self-employed, amount and date for these contributions.

CASH	\$	_____	TOTAL CASH-ON-HAND	\$	_____
IN-KIND	+	\$ _____			
TOTAL AMOUNT RECEIVED	=	\$ _____			

EXPENDITURES

Include the amount, date and purpose for all expenditures made during the period of time covered by report. Attach additional sheets if necessary.

<i>Date</i>	<i>Purpose</i>	<i>Amount</i>
TOTAL		

CORPORATE PROJECT EXPENDITURES

Corporations must list any media project or corporate message project for which contribution(s) or expenditure(s) total more than \$200. Submit a separate report for each project. Attach additional sheets if necessary.

Project title or description _____

<i>Date</i>	<i>Purpose</i>	<i>Name and Address of Recipient</i>	<i>Expenditure or Contribution Amount</i>
TOTAL			

I certify that this is a full and true statement. _____

Signature

Date

Printed Name _____ Telephone _____ Email (if available) _____

Address _____

Report

Office

Name

For Office Use Only:

INSTRUCTIONS

(Reference: Minnesota Statutes, Chapters [211A](#) and [211B](#))

This CAMPAIGN FINANCIAL REPORT is for use by candidates and committees for county, municipal, school district and special district office who receive contributions or make disbursements of more than \$750 in a calendar year; committees or corporations spending more than \$750 for or against a ballot question in a calendar year; and corporations spending more than \$200 on activities to encourage participation in precinct caucuses, voter registration or voting.

Where to file this report:

Hospital Districts	The municipal (city or town) clerk – same place where filed affidavit of candidacy
Park Districts	The county auditor or municipal clerk – same place where filed affidavit of candidacy
School Districts	School district clerk
Townships	Town clerk
Cities	City clerk
Soil & Water Conservation Districts	County auditor
Counties	County auditor

Candidate or committee report: The initial report must be filed within 14 days after the candidate or committee receives contributions or makes disbursements of more than \$750 in a calendar year. Subsequent reports must be filed.

During an Election Year - An "election year" is any year in which the candidate's name or a question appears on the ballot.

In such a year (if an initial report has been filed) reports are required to be filed:

- 10 days before the primary or special primary
- 30 days after a general election or special election
- 10 days before the general election or special election
- By January 31 of each year following the year when the initial report was filed.

During a non-election year - By January 31 of each year following the year when the initial report was filed.

Once a final report* is filed, no further subsequent reports are required to be filed.

CONTRIBUTIONS: Means anything of monetary value that is given or loaned to a candidate or committee for a political purpose. "Contribution" does not include a service provided without compensation by an individual. **Each candidate or committee must list the total amount of cash-on-hand as of the close of the reporting period.**

CONTRIBUTION LIMITS: Candidates or candidate's committees for county, municipal, school district offices may not accept aggregate contributions in excess of \$600 in an election year or in excess of \$250 in a non-election year made or delivered by an individual or committee. However, candidates seeking election from districts with a population in excess of 100,000 may not accept aggregate contributions in excess of \$1,000 in an election year and \$250 in a non-election year.

BALLOT QUESTIONS: Any political committee, association or corporation that makes a contribution or expenditure to promote or defeat a ballot question as defined in Minnesota Statutes, section [211A.01](#) shall file reports with the filing officer responsible for placing the question on the ballot. Reports must be filed within 14 days of receiving contributions or making disbursements of more than \$750 in one calendar year, using the same schedule as above.

CONGRESSIONAL CANDIDATES: Candidates for election to the United States House of Representatives and Senate and any committee raising funds exclusively on behalf of any one of those candidates may file copies of the reports required by federal law in lieu of those required by Minnesota Statutes Chapter [211A](#).

CORPORATE ACTIVITIES TO ENCOURAGE PARTICIPATION: Corporations may contribute to or conduct public media projects to encourage individuals to attend precinct caucuses, register or vote if the projects are not controlled by or operated for the advantage of a candidate, political party or committee. The total amount of expenditures or contributions for any one project greater than \$200, together with the date, purpose and the names and addresses of the persons receiving the contribution or expenditures must be reported. Reports must be filed with the Secretary of State, 180 State Office Building, St. Paul, MN 55155-1299, using the same schedule as above.

***FINAL REPORT:** A final report may be filed any time after the candidate, committee or corporation has settled all debts and disposed of all assets in excess of \$100 in the aggregate. Check final report under "type of report".

PROHIBITED TRANSFERS: Candidates for county, municipal, school district or special district offices may not accept contributions from the principal campaign committees of any candidate for legislative, judicial or state constitutional office. In addition, a candidate may not make contributions to the principal campaign committee of any candidate for legislative, judicial or state constitutional office unless the contributions are made from the candidate's personal funds.

STATE CANDIDATES: Candidates and committees for state constitutional offices, the state legislature, supreme court, court of appeals, district court and committees for state constitutional amendments are governed by Minnesota Statutes Chapter [10A](#). Contact the State Campaign Finance and Public Disclosure Board for further information at (651) 539-1180.

Note: The filing officer must restrict public access to the address of any individual who has made a contribution that exceeds \$100 and who has filed with the filing officer a written statement signed by the individual that withholding the individual's address from the financial report is required for the safety of the individual or the individual's family.

**CAMPAIGN FINANCIAL REPORT
CERTIFICATION OF FILING**

Each county, municipal or school district level candidate or treasurer of a committee formed to promote or defeat a ballot question shall certify to the filing officer that all reports required by Minnesota Statutes 211A.02 have been submitted to the filing officer or that the candidate or committee has not received contributions or made disbursements exceeding \$750 in the calendar year. The certification shall be submitted to the filing officer no later than seven days after the general or special election. (Minnesota Statutes 211A.05, subdivision 1).

Name of candidate or committee: Emily Coequyt

Office sought by candidate: School Board

Check appropriate box below:

I do swear (or affirm) that all campaign financial reports required by Minnesota Statutes 211A.02 have been submitted to the filing officer.

I do swear (or affirm) that campaign contributions or disbursements did not exceed \$750 in the calendar year.

Emily Coequyt

Date

Telephone _____

Email, if available _____

**ACCEPTANCE OF OFFICE
AND OATH OF OFFICE**

To: Julie Mead

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing or personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 414, Minneota Public Schools (Minneota, Minnesota), for a term beginning the January 7th, 2025 and expiring the first Monday in January, 2026.

Date: January 7, 2025

Julie Mead, Signature

STATE OF MINNESOTA)
)
COUNTY OF LYON)

The foregoing instrument was acknowledged before me this 7th day of January, 2025 by Julie Mead.

Notary Public

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 414, Minneota Public Schools (Minneota, Minnesota), to the best of my judgment and ability.

Date: January 7, 2025

Julie Mead, Signature

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CASH	\$	_____	TOTAL CASH-ON-HAND	\$	_____
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Date	Purpose	Amount
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TOTAL			

I certify that this is a full and true statement. _____

Signature

Date

Printed Name _____ Telephone _____ Email (if available) _____

Address _____

Report

Office

Name

For Office Use Only:

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Name of candidate or committee: Julie Mead

Office sought by candidate: School Board

Check appropriate box below:

I do swear (or affirm) that all campaign financial reports required by Minnesota Statutes 211A.02 have been submitted to the filing officer.

I do swear (or affirm) that campaign contributions or disbursements did not exceed \$750 in the calendar year.

Julie Mead

Date

Telephone _____

Email, if available _____

Election of Officers

Item #3

The acting chair asks for nominations.

- Any board member may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that any board member has ample opportunity to nominate.
- Under most rules of procedure, a motion to close nominations before such an opportunity is provided should be declared out of order. In fact, among bodies with rules that permit motions to close nominations, *Robert's Rules of Order Newly Revised* calls for a two-thirds majority vote to adopt the motion.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
- A motion to reopen nominations may be adopted on a majority vote.

For example, the board might follow the procedure provided below:

Acting Chair: "Nominations are now in order for the office of chair." Board Member James: "I nominate Jane Smith."

Acting Chair: "Jane Smith is nominated. Are there any other nominations for the office of chair?"

Acting Chair: "Are there any further nominations for the office of chair?" Acting Chair: "Are there any further nominations for the office of chair?"

Acting Chair: "If there are no further nominations ... [pause] ... nominations for the office of chair are closed."

Voting

If only one board member is nominated, board rules may allow the acting chair to declare that candidate elected. The acting chair could say, "Jane Smith is the only candidate nominated for the office of chair, and I hereby declare her elected by acclamation and direct the acting clerk to so record in the minutes."

Board rules may provide for a show of hands or voice vote in which each board member has an opportunity to vote. The newly elected chair then immediately assumes the office and conducts the election of other officers.

If two or more members are nominated for an office, a show of hands or voice vote is necessary. All votes must be recorded as required by Minnesota's Open Meeting Law. Another option is for each board member to be given a piece of paper (ballot) on which to write the name of the person for whom they are voting, but the board member must also write his or her own name on that ballot so each vote may be recorded. The results of each individual board member's vote may be read aloud at the meeting and must be recorded in the minutes. The person receiving a majority of the votes cast is elected and assumes the office, having been "selected and qualified."

Number of Votes Required

Unless board rule or policy requires a majority of the board's *full* membership or other stipulation, the number of votes required to elect an officer is the same as the vote to carry other motions—namely, "more than half the votes cast, excluding abstentions." Absences or abstentions can reduce the number of votes required to less than a majority of the full board. For example, for a seven-member school board with two board members absent or abstaining, three votes would elect an officer, 3-2. Any other requirement to elect officers should be clearly articulated in the board's policies or procedures.

If more than two candidates are nominated, the possibility exists that no candidate will get a majority of the votes cast. For example, a seven-member board with three candidates could have an initial vote of 3-3-1, and, because four votes constitute a majority, no candidate would have enough votes to be elected. Some boards, in such instances, drop off the low vote getter and conduct a second vote. *Robert's Rules of Order Newly Revised* recommends retaining the low vote getter because a low vote getter could turn out to be the most satisfactory compromise for supporters of the two front runners and may be helpful in breaking a tie. If a multiple-candidate contest continues to produce no majority choice, the board may be left with no other option than to drop the low vote getter in an attempt to complete the election. If the board includes this option in its policies and procedures, language should specify when and how the decision would be made.

Item #4.1

School Board Committees		Overview	2024	2025
Negotiations and Personnel	Negotiates with employees, employee groups, and bargaining units.		Jon Buysse Ryan Runia Abby Thostenson	
Food Service	Will assist with long-range equipment planning and potential changes in the Food Service Area.		Martin Hennen Tom Skorczewski	
Buildings and Grounds and LTFM	Provides input/direction to our Buildings & Grounds and Long-Term Facilities Maintenance planning, based on recommendations from Les and me. Will likely meet 3-4 times throughout the year.		Martin Hennen Ryan Runia Tom Skorczewski	
Technology	We have some decisions coming up regarding our direction from a technology perspective. Consequently, I anticipate this Committee starting to meet a few times this year.		Terri Myhre Carmen Panka	
Transportation	Responsible for any sort of situations coming up that need insight and input regarding transportation.		Martin Hennen Ryan Runia Tom Skorczewski	
Finance	This will also likely be one of our more "involved" Committees, and I anticipate several meetings between now and the June School Board Meeting.		Jon Buysse Ryan Runia Abby Thostenson	
Policies and Procedures	This Committee is primarily responsible for reviewing policies [and procedures] that are going to be read/reviewed at each School Board Meeting. The Committee seldom meets, but each member will have policies to read through each month.		Jon Buysse Terri Myhre Abby Thostenson	
Marketing and Communications	This is a relatively new committee who has not formally met yet. I do plan on having this group start meeting, perhaps 2-3 times during the year.		Terri Myhre Ryan Runia	
School Board Representatives		Overview	2024	2025
Community Education	This person will serve on CE Advisory Committees and assist Patty and me in planning and/or direction for our Community Education programming.		Terri Myhre	
Continuing Education	This Board Member represents the School Board on our committee that reviews clock hours and license renewals. I would speculate the Continuing Education Committee may meet 2-3 times each year.		Abby Thostenson	
Legislative Liaison	I have limited knowledge of this Representative position, but I anticipate that they serve as the primary point of contact to/with MSBA regarding the Legislative Session - they may also be the point person for sharing important legislative priorities and information.		Abby Thostenson	
MN State High School League	These Board Members will represent the district as our "Voting Person" to the MSHSL and also meet to discuss Activities.		Jon Buysse Tom Skorczewski	
Q-Comp and Staff Development	This Board Member would represent the School Board in QComp and Staff Development meetings at the school. I anticipate 1-2 meetings each year.		Abby Thostenson	
MN River Valley Education District	Each district that belongs to the MN River Valley Education District [MRVED] is asked to have a Board Member designated as the Representative for the School Board. They are expected to attend MRVED Board Meetings, which I believe are 4-6 times each year and are typically held at 6:00 pm on Wednesday evenings in Montevideo.		Martin Hennen	

2025 School Board Compensation

Item #4.2

Type of Meeting	2024 Pay	2025 Pay
Any Meeting	\$ 75.00	
Full Day Meeting	\$ 150.00	
1/2-Day Meeting	\$ 75.00	
Chair - Additional Pay		
Chair - Additional Pay	\$ 600.00	
Clerk - Additional Pay		
Clerk - Additional Pay	\$ 350.00	



Item #4.3

504 North Monroe | Minneota, MN 56264
(507) 872-6532 | Phone
(507) 872-5172 | Fax
www.minneotaschools.org

2025 SCHOOL BOARD MEETING DATES

TUESDAY, JANUARY 21, 2025 AT 5:30 PM

TUESDAY, FEBRUARY 25, 2025 AT 5:30 PM

TUESDAY, MARCH 25, 2024 AT 5:30 PM

TUESDAY, APRIL 22, 2025 AT 5:30 PM

TUESDAY, MAY 20, 2025 AT 5:30 PM

TUESDAY, JUNE 24, 2025 AT 7:00 AM

TUESDAY, JULY 22, 2025 AT 7:00 AM

TUESDAY, AUGUST 26, 2025 AT 5:30 PM

TUESDAY, SEPTEMBER 23, 2025 AT 5:30 PM

TUESDAY, OCTOBER 21, 2025 AT 5:30 PM

TUESDAY, NOVEMBER 25, 2025 AT 5:30 PM

TUESDAY, DECEMBER 16, 2025 AT 6:00 PM

Item #4.4

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION COMBINING THE DUTIES OF CLERK AND TREASURER IN A SINGLE PERSON AND DELEGATING CERTAIN DUTIES TO THE DIRECTOR OF FINANCE AND OPERATIONS

WHEREAS Minnesota Statutes 123B.14, Subd. 1, permits persons who are not members of the School Board to perform the duties of the Clerk and Treasurer of the Board;

AND WHEREAS Minnesota Statutes 123B.14, Subd. 1, allows the School Board to pass a resolution combining the duties of the Clerk and Treasurer in a single person in the District Office;

THEREFORE BE IT RESOLVED that all duties of Clerk and Treasurer are herewith combined and delegated to the Business Manager, with the exceptions of the taking and signing of official minutes, the signing of checks drawn on the Treasury and Payroll accounts, the signing of Diplomas and the signing of Employee Contracts.

The motion for the foregoing resolution was duly seconded by Member _____.

Upon vote taken thereon, the following voted in favor thereof: _____.

Those voting against: _____.

Whereupon said resolution was declared to have failed/passed.

School Board Clerk

Item #4.5

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING THE PAYMENT OF CLAIMS BETWEEN BOARD MEETINGS

WHEREAS delay in payment of certain claims will result in a financial loss to the district;

AND WHEREAS the payment of salaries, fringe benefits and partial settlements of contracts awarded by Board Action often come due between Board Meetings;

THEREFORE BE IT RESOLVED Tara Skorczewski, Business Manager, in consultation with Scott Monson, Superintendent, is authorized to make payments prior to Board approval of claims that cannot be deferred until the next board meeting because of a loss to the district of discount privileges or because of contract terms, purchase order terms, or a vendor's standard terms which are part of the contract. The Business Manager is also authorized to initiate and transact electronic fund transfers for the following purposes:

- 1) for a claim for a payment from an imprest payroll bank account or investment of excess money;
- 2) for a payment of tax or aid anticipation certificates;
- 3) for a payment of contributions to pension or retirement fund;
- 4) for vendor payments; and
- 5) for payment of bond principal, bond interest and a fiscal agent service charge from the debt redemption fund.

Said authority is delegated pursuant to Minnesota Statutes, Section 471.38, Subd. 3 and Minnesota Statutes, Section 123B.02, Subd. 18.

The motion for the foregoing resolution was duly seconded by Member _____.

Upon vote taken thereon, the following voted in favor thereof: _____.

Those voting against: _____.

Whereupon said resolution was declared to have passed.

School Board Clerk

Item #4.6

Member _____ introduced the following resolution and moved its adoption:

RESOLUTION APPOINTING RESPONSIBLE CONTRACT AUTHORITY

BE IT RESOLVED by the School Board of Independent School District No. 414, as follows:

WHEREAS Pursuant to the provisions of Minn. Stat §123B.52 subd. 2, an employee of the school district can be appointed the responsible contract authority for Independent School District No. 414.;

THEREFORE BE IT RESOLVED Scott Monson is hereby authorized to lease, purchase, and contract for goods and services within the budget as approved by the board within Independent School District No. 414 in compliance with the provisions of Minnesota Statutes §123B.52 subd. 2.

The motion for the foregoing resolution was duly seconded by Member _____.

Upon vote taken thereon, the following voted in favor thereof:

Those voting against:

Whereupon said resolution was declared to have failed/passed.

School Board Clerk