

MINNEOTA PUBLIC SCHOOLS | SCHOOL BOARD ORGANIZATIONAL MEETING AGENDA

Wednesday, January 7, 2026 @ 5:30 pm | Conference Room #103

- + Mission: A community in continuous pursuit of excellence.
- + Vision: A partnership of staff, family, and community promoting lifelong learning in an everchanging world.

1. Regular Order of Business

- 1.1. Call to OrderActing Chair Thostenson
- 1.2. Pledge of Allegiance
- 1.3. Roll Call
- 1.4. Approval of the Meeting Agenda.....M/S/V

2. Election of Officers

- 2.1. Election of a ChairM/S/V
- 2.2. Election of a Vice-Chair.....M/S/V
- 2.3. Election of a ClerkM/S/V
- 2.4. Election of a TreasurerM/S/V

3. Organizational Meeting Items

- 3.1. Approve Committees and Representatives for 2026M/S/V
- 3.2. Establish Board of Director’s CompensationM/S/V
- 3.3. Approve 2026 School Board Meeting Dates and TimesM/S/V
- 3.4. Approve Resolution Authorizing the Payment of Claims Between School Board Meetings..... M/S/V-RC
- 3.5. Approve Resolution Appointing Responsible Contract Authority..... M/S/V-RC
- 3.6. Authorize the Use of Facsimile Signatures.....M/S/V
- 3.7. Authorize the Superintendent and/or Business Manager to Make Wire TransfersM/S/V
- 3.8. Designate Pemberton Law as School District Legal CounselM/S/V
- 3.9. Authorize Obtaining/Contacting Legal Counsel As/When NecessaryM/S/V
- 3.10. Authorize the Superintendent/Designee to Hire StaffM/S/V
- 3.11. Authorize the Superintendent/Business Manager to Invest School Funds Pursuant to Minnesota
- 3.12. Statues, Approve the Collateral From the Financial Institutions and Approve PMA Asset
- 3.13. Management for Investment PurposesM/S/V
- 3.14. Designate the State Bank of Taunton and PMA Asset Management as Official Depositories.....M/S/V
- 3.15. Designate the Minneota Mascot as the District’s Official Newspaper.....M/S/V

4. Calendar Review: Meeting & Dates..... I/D

5. AdjournmentM/S/V

Election of Officers

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.

2026 School Board Committees, Representatives, and Leadership

Committees	2025	2026
Negotiations and Personnel	Jon Buysse	
	Ryan Runia	
	Abby Thostenson	
Food Service	Martin Hennen	
	Tom Skorczewski	
Buildings and Grounds-LTFM	Martin Hennen	
	Ryan Runia	
	Tom Skorczewski	
Technology	Emily Coequyt	
	Julie Mead	
	Abby Thostenson	
Transportation	Martin Hennen	
	Ryan Runia	
	Tom Skorczewski	
Finance	Jon Buysse	
	Ryan Runia	
	Abby Thostenson	
Policies and Procedures	Jon Buysse	
	Julie Mead	
	Abby Thostenson	
Marketing and Communications	Emily Coequyt	
	Julie Mead	
	Tom Skorczewski	
Representatives	2025	2026
Community Education	Emily Coequyt	
Continuing Education	Abby Thostenson	
MSBA Legislative Liaison	Abby Thostenson	
MN State High School League	Jon Buysse	
	Tom Skorczewski	
Q-Comp and Staff Development	Abby Thostenson	
MRVED	Martin Hennen	

Current School Board Compensation

Type of Meeting	2025 Pay	2026 Pay
Any Less Than a Full Day Meeting	\$ 75.00	
Full Day Meeting	\$ 150.00	
½-Day Meeting	\$ 75.00	
Chair – Additional Pay	\$ 600.00	
Clerk - Additional Pay	\$ 350.00	



2026 SCHOOL BOARD MEETING SCHEDULE

WEDNESDAY, JANUARY 21, 2026 AT 5:30 PM

WEDNESDAY, FEBRUARY 18, 2026 AT 5:30 PM

WEDNESDAY, MARCH 11, 2026 AT 5:30 PM

WEDNESDAY, APRIL 15, 2026 AT 5:30 PM

WEDNESDAY, MAY 13, 2026 AT 5:30 PM

WEDNESDAY, JUNE 10, 2026 AT 7:00 AM

WEDNESDAY, JULY 22, 2026 AT 7:00 AM

WEDNESDAY, AUGUST 12, 2026 AT 7:00 AM

WEDNESDAY, SEPTEMBER 16, 2026 AT 5:30 PM

WEDNESDAY, OCTOBER 14, 2026 AT 5:30 PM

MONDAY, NOVEMBER 11, 2026 AT 5:30 PM

MONDAY, DECEMBER 16, 2026 AT 6:00 PM¹

¹*MEETING TIME ADJUSTED FOR TRUTH-IN-TAXATION*

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;

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.

THEREFORE BE IT RESOLVED 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/failed.

School Board Clerk

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