

School Board Minutes/Resolution – Example Templates

EXTRACT OF SCHOOL BOARD MEETING MINUTES

INDEPENDENT SCHOOL DISTRICT NO. _____

_____ PUBLIC SCHOOLS

STATE OF MINNESOTA

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. _____, State of Minnesota, was held on _____, 2026 at _____ a.m. /p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 28 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2025, section 123B.595.

School Board Member _____ introduced the following resolution and moved its adoption.

RESOLUTION ADOPTING INDEPENDENT SCHOOL DISTRICT NO. _____

FY 28 LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN

BE IT RESOLVED that the School Board of Independent School District No. _____, State of Minnesota, approves the attached FY 28 Long-Term Facilities Maintenance Ten-Year Plan.

The motion for the adoption of the foregoing resolution was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against _____.

WHEREUPON the resolution was declared duly passed and adopted the _____ day of _____, 2026.

SCHOOL BOARD CLERK SIGNATURE

Disclaimer – *This template is optional for school board use and does not constitute legal advice. For legal advice on school board resolutions and long-term facilities maintenance statutes, please consult your school district's attorney.*

EXAMPLE TEMPLATE (2)**EXTRACT OF MEETING MINUTES INDEPENDENT SCHOOL DISTRICT NO. _____****_____ PUBLIC SCHOOLS****STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of Independent School District No. _____, State of Minnesota, was held on _____ (date), 2026 at _____ a.m. /p.m., for the purpose in part, of approving the District's Fiscal Year (FY) 28 Long-Term Facility Maintenance Ten-Year Plan as established in Minnesota Statutes 2025, section 123B.595.

School Board Agenda Item 10: School Board approval of FY 28 Long-Term Facilities Maintenance Ten-Year plan in accordance with Minnesota Statutes 2025, section 123B.595.

School Board Member moved to approve the FY 28 Long-Term Facilities Maintenance Ten-Year, and it was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against _____.

I, _____, School Board Clerk (signature), certify this to be a true and correct extract of a motion, second and vote of the from the school board minutes of the _____ (date) school board meeting of Independent School District (ISD) No. _____.

State of Minnesota

County of _____

This instrument was signed and sworn before me on this _____ day of _____, 2026.

_____ (Notary Public Signature)

STAMPED SEAL

Notary Public for the State of Minnesota

Residing at _____ (County)

My Commissioner expires _____ (date)

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EXAMPLE TEMPLATE (3)

SCHOOL BOARD RESOLUTION
INDEPENDENT SCHOOL DISTRICT NO. _____
ADOPTING THE SCHOOL DISTRICT'S FISCAL YEAR (FY) 28
LONG-TERM FACILITIES MAINTENANCE TEN-YEAR PLAN

WHEREAS, to qualify for Long-Term Facilities Maintenance revenue, Minnesota Statutes 2025, section 123B.595, subd. 4 states a school district or intermediate district must annually adopt and approve a ten-year LTFM facilities plan by July 31 for commissioner approval.

WHEREAS, the school district has developed a ten-year Long-Term Facilities Maintenance plan consistent with this law.

School Board Member _____ moved for the resolution adoption and the motion was duly seconded by School Board Member _____ and, upon vote being thereon, the following voted in favor of the motion:

And the following voted against _____.

THEREFORE, BE IT RESOLVED THAT, the School Board of Independent School District No. _____ approves and adopts the attached ten-year Long-Term Facilities Maintenance plan for FY 28 on the _____ of _____, 2026.

SCHOOL BOARD CLERK SIGNATURE

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EXAMPLE TEMPLATE (4)**School District's Proportionate Share of LTFM
Intermediates/Cooperative/Joint Powers Units****EXTRACT OF MINUTES OF
SCHOOL BOARD MEETING
SCHOOL DISTRICT No. _____
(Public School Name)
STATE OF MINNESOTA**

Pursuant to due call and notice thereof, a School Board meeting of School District No., State of Minnesota, was held on _____ (date), at _____ (time) for the purpose, in part, of approving the FY 28 Long-Term Facility Maintenance budget and authorizing the inclusion of a proportionate share of Intermediate School District's long-term facility maintenance projects and related debt service payments in the district's application for long-term facility maintenance.

_____ introduced the following resolution and moved its adoption:

**RESOLUTION APPROVING LONG-TERM FACILITY MAINTENANCE PROGRAM BUDGET
AND AUTHORIZING THE INCLUSION OF A PROPORTIONATE SHARE OF THOSE
PROJECTS IN THE DISTRICT'S APPLICATION FOR FISCAL YEAR (FY) 2028 LONG-TERM
FACILITY MAINTENANCE REVENUE**

BE IT RESOLVED by the School Board of, _____, State of Minnesota, as follows:

1. The School Board of _____ has approved a long-term facility maintenance program budget for its facilities for the 2027-2028 school year (FY 2028) in the amount of \$ _____ of which District Number's proportionate share is \$ _____ consisting of \$ _____ for pay as you go projects and \$ _____ for debt service payments on the _____ (bond series) Facilities Maintenance Bonds. The various components of this program budget are attached as Exhibit A hereto and are incorporated herein by reference. Said budget is hereby approved. (Exhibit A)
2. Minnesota Statutes 2025, section 123B.53, subd. 1, as amended, provides that if an intermediate school district's long-term facility maintenance budget is

approved by the school boards of each of the intermediate school district's member school districts, each member district may include its proportionate share of the costs of the intermediate school district program in its long-term facility maintenance revenue application.

3. The proportionate share of the costs of the intermediate school district's long-term facility maintenance program for each member school district to be included in its application shall be determined by multiplying the total cost of the intermediate school district long-term facility maintenance program times a three-year weighted average adjusted pupil units formula. For school year 2027-28 (fiscal year 28), the long-term facility maintenance costs shall be funded through annual levy. The inclusion of this proportionate share in the district's long-term facility maintenance revenue application for FY 28 is hereby approved, subject to approval by the Commissioner of Education. Upon receipt of the proportionate share of long-term facility maintenance revenue attributable to the intermediate school district program, the district shall promptly pay to the intermediate school district the applicable aid or levy proceeds.
4. Pursuant to Minnesota Statutes 2025, section 123B.595, subd. 3, the intermediate district issued \$_____ Facilities Maintenance Bonds, Series _____. Such bonds are payable from long-term maintenance revenue transferred by each member district. This district hereby covenants to adopt in each fiscal year during the term of such bonds, a resolution authorizing the inclusion in the application for long-term facilities maintenance revenue the District's proportionate share for such fiscal year of debt service on such bonds.

The motion for the adoption of the foregoing resolution was duly seconded by _____ and, upon vote being taken thereon, the following voted in favor

thereof:

And the following voted against:

Whereupon said resolution was approved and adopted by the school board of Independent School District No. _____.

STATE OF MINNESOTA)
) ss
COUNTY OF)

I, the undersigned, being the duly qualified and acting Clerk of School District No. _____, State of Minnesota, hereby certify that I have carefully compared the attached and foregoing extract of minutes of a meeting of School District No. _____, held on the date therein indicated, with the original of said minutes on file in my office, and the same is a full, true and complete transcript insofar as the same relates to the approval of Intermediate School District No.'s _____ long-term facility maintenance program budget and authorizing the inclusion of a proportionate share of the School District's long-term facility maintenance projects in the district's application for long-term facility maintenance revenue.

WITNESS MY HAND officially as such Clerk on _____, 2026.

School District Clerk _____

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