

**EXTRACT OF MINUTES OF MEETING
OF SCHOOL BOARD OF
INDEPENDENT SCHOOL DISTRICT NO. 761
OWATONNA, MINNESOTA**

Pursuant to due call and notice thereof, a special meeting of the School Board of Independent School District No. 761, Owatonna, Minnesota, was held on the 9th day of February, 2026, at 5:30 p.m.

The following Board members were present:

and the following were absent:

Member _____ introduced the following resolution and moved its adoption:

**RESOLUTION PROPOSING TO PLACE
PRINCIPAL ON UNREQUESTED LEAVE OF ABSENCE**

BE IT RESOLVED by the School Board of Independent School District No. 761, as follows:

1. It is proposed that principal listed on Attachment C, a continuing contract principal of said School District, be placed on 1.0 FTE unrequested leave of absence without pay or fringe benefits, effective at the end of the 2025 - 2026 school year on June 30, 2026, pursuant to Minnesota Statutes, section 122A.40, subdivision 10, upon the specific grounds of: lack of pupils and financial limitations (specifically discontinuance of a principal position due to the restructuring of administrative positions).
2. That written notice be sent to said principal regarding the proposed placement on a 1.0 FTE unrequested leave of absence without pay or fringe benefits as provided by law and said notice shall include a notice of the right to hearing, if requested, and be in substantially the following form:

**NOTICE OF PROPOSED PLACEMENT
ON UNREQUESTED LEAVE OF
ABSENCE AND NOTICE OF HEARING**

(Date)

Via Personal Delivery and U.S. Certified Mail
[Name]

[Address]

Dear Principal:

You are hereby notified that at the special meeting of the School Board of Independent School District No. 761 held on February 9, 2026, consideration was given to your placement on unrequested leave of absence without pay or fringe benefits as a principal of Independent School District No. 761 and a resolution was adopted by a majority vote of the Board, proposing your placement on a 1.0 FTE unrequested leave of absence effective at the end of the 2025-2026 school year on June 30, 2026, pursuant to Minnesota Statutes, section 122A.40, subdivision 10, and upon the grounds described in said statute which are specifically as follows: lack of pupils and financial limitations (specifically discontinuance of a principal position due to the restructuring of administrative positions).

Under the provisions of the law, more specifically Minnesota Statutes, section 122A.40, subdivision 7, you are entitled to a hearing before the School Board provided that you make a request in writing within fourteen (14) days after receipt of this notice. If no hearing is requested within such period, it shall be deemed acquiescence by you to the School Board's proposed action. Please advise if such hearing is requested.

For your information, however, in the event you are placed on unrequested leave of absence from your 1.0 FTE principal position, you will be entitled to bump into a 1.0 FTE teaching position for the 2026-2027 school year, pursuant to the terms of the applicable collective bargaining agreement between the School District and Owatonna Education Association ("Teacher CBA").

In this regard, based on the restructuring of positions noted above, there will be a new vacant teaching position with assigned duties for which you are currently licensed with an available start date of July 1, 2026. Accepting or rejecting this lesser teaching position will not affect your future right to recall to a principal position or other vacant teaching positions as set forth in the Teacher CBA. If this teaching position is of interest, please direct any inquiries to Human Resources Director Chris Picha. If you wish to take the teaching position, you must do so in writing to the School Board within fourteen (14) days after the receipt of this letter.

Yours very truly,

SCHOOL BOARD OF INDEPENDENT
SCHOOL DISTRICT NO. 761

Clerk of the School Board

4. That each and all of the foregoing grounds of said notice are within the grounds for unrequested leave placement as set forth in Minnesota Statutes, section 122A.40, subdivision 10, and are hereby adopted as fully as though separately set forth and resolved herein.

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

and the following voted against the same:

whereupon said resolution was declared duly passed and adopted.