

School Board Meeting  
Monday, January 12, 2026 6:30 PM Central

Aitkin Public Schools - Media Center  
306 Second Street NW  
Aitkin, MN 56431

Jen Burgos: Present

Roland Hill: Present

Cindi Hills: Present

Rev. Dawn Houser: Present

Brian Leitinger: Present

Holly Mindrum: Present

Kassie Peterson: Present

Present: 7.

1. Call meeting to order by the chairperson

2. Pledge of Allegiance

3. Roll Call

4. \*Comments from visitors

4.A.

- Comments from visitors must be in relation to Aitkin Public Schools and/or to agenda items.
- We recommend that you sign up at the comment table if you wish to speak. You will be called up in order as listed on the sign-up sheet. When you come forward to comment, please be seated at the comment table facing the Board Members. State your name prior to your comment. Comments will be limited to 5 minutes.
- The Board will not engage in any discussion or debate during this comment session. The Board will take the information and find answers as appropriate.
- As part of Board protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting.

5. Approval of agenda - revise or remove as needed

Motion to approve the agenda as presented. This motion, made by Brian Leitinger and seconded by Holly Mindrum, Passed.

5.A. Election of officers for 2026:

5.A.1. Call for nominations for chair  
Mindrum nominated Hills for Chair.

5.A.1.a. Close nominations and vote

Motion to appoint Hills as Chair. This motion, made by Holly Mindrum and seconded by Jen Burgos, Passed.

5.A.2. Call for nomination for vice chair

Burgos nominated Hill for Vice Chair. Hill nominated Leitinger for Vice Chair.

5.A.2.a. Close nominations and vote

Motion to approve Leitinger for Vice Chair. This motion, made by Roland Hill and seconded by Holly Mindrum, Passed.

5.A.3. Call for nominations for clerk

Burgos nominated Peterson for Clerk.

5.A.3.a. Close nominations and vote

Motion to appoint Peterson as Clerk. This motion, made by Holly Mindrum and seconded by Jen Burgos, Passed.

5.A.4. Call for nominations for treasurer

Hill nominated Mindrum for Treasurer.

5.A.4.a. Close nominations and vote

Motion to appoint Mindrum as the Treasurer. This motion, made by Jen Burgos and seconded by Rev. Dawn Houser, Passed.

5.A.5. Chair seats the members

5.B. Establish meeting dates, time and place for 2026. The third Monday of each month has been designated in the past except for January and February (both moved ahead a week due to holidays).

Motion to designate the third Monday of each month at 6:30 p.m. except for January and February (both moved ahead a week due to holidays) as the date and time of the monthly board meeting. The location of the board meetings will be in the Aitkin High School Media Center with the exception of the June and October meetings which will be held in Malmo and Palisade respectively. This motion, made by Holly Mindrum and seconded by Rev. Dawn Houser, Passed.

5.B.1. Discuss and determine Malmo (June) and Palisade (October) meetings for 2026. No streaming available.

Continue to hold the June meeting in Malmo and the October meeting in Palisade.

5.C. Conduct other business:

5.C.1. Authorize updates to and use of 2026 computerized signature files. Authorize use of the 2025 signatures until updates are complete.

Motion to authorize , update and use 2026 computerized signature files. Authorize use of the 2025 signatures until updates are complete. This motion, made by Holly Mindrum and seconded by Brian Leitinger, Passed.

5.C.2. Authorize Heather Hipp and Karen Carlson to stop payments on checks for all District Accounts.

Motion to authorize Heather Hipp and Karen Carlson to stop payments on checks for all District Accounts. This motion, made by Rev. Dawn Houser and seconded by Jen Burgos, Passed.

5.C.3. Designate school attorneys without retainer - Ryan & Brucker, Ltd., Kennedy & Graven, and Pemberton Law represented ISD #1 this past year.

Motion to designate school attorneys without retainer Ryan & Brucker, Ltd., Kennedy & Graven, and Pemberton Law. This motion, made by Holly Mindrum and seconded by Kassie Peterson, Passed.

5.C.4. Name the Aitkin Independent Age the official school district newspaper.

Motion to name the Aitkin Independent Age the official school district newspaper. This motion, made by Holly Mindrum and seconded by Rev. Dawn Houser, Passed.

5.C.5. Designate the District Director of the Budget, Purchasing Agent and authority to make electronic fund transfers. Consideration should be given to designating the Business Manager as the Director of the District Budget, Purchasing Agent, and authority to make electronic fund transfers.

Motion to designate the Business Manager as the Director of District Budget, Purchasing Agent and authority to make electronic fund transfers. This motion, made by Rev. Dawn Houser and seconded by Kassie Peterson, Passed.

5.C.6. Authorize the Superintendent to sign contracts and other documents.

Motion to authorize the Superintendent to sign contracts and other documents. This motion, made by Jen Burgos and seconded by Holly Mindrum, Passed.

5.C.7. Appoint Business Manager, Heather Hipp, to sign on all bank accounts.

Motion to appoint Business Manager, Heather Hipp, to sign on all bank accounts. This motion, made by Holly Mindrum and seconded by Rev. Dawn Houser, Passed.

5.C.8. Set the salaries for board members.

Motion to approve board member monthly salaries as listed 5.C.8.a through 5.C.8.e (no change). This motion, made by Roland Hill and seconded by Holly Mindrum, Passed.

5.C.8.a. Chairperson \$275 per month

5.C.8.b. Vice Chairperson \$250 per month

5.C.8.c. Clerk \$250 per month

5.C.8.d. Treasurer \$265 per month

5.C.8.e. Director (3) \$250 per month

5.C.8.f. Negotiators: \$15 per hour in actual meeting with employees

Motion to approve board member per hour rates and benefits as listed 5.C.8.f. through 5.C.8.i (no change). This motion, made by Holly Mindrum and seconded by Rev. Dawn Houser, Passed.

5.C.8.g. Out of District: \$12 per hour up to \$75 a day

5.C.8.h. Dental insurance: \$30 per month

5.C.8.i. Health and life insurance: Available at board members' expense

5.C.9. Designate depositories for school funds. The following banks should be named depositories:

Motion to approve designated depositories for school funds and investments as presented. This motion, made by Holly Mindrum and seconded by Brian Leitinger, Passed.

5.C.9.a. General Account: Security State Bank, Aitkin, MN & MSDLAF

5.C.9.b. Payroll Account: Security State Bank, Aitkin, MN

5.C.9.c. Petty Cash Account: Security State Bank, Aitkin, MN

5.C.9.d. Flex Account: Security State Bank, Aitkin, MN

5.C.9.e. Food Service: Security State Bank, Aitkin, MN

5.C.9.f. Community Education: Security State Bank, Aitkin, MN

5.C.9.g. Investments:

5.C.9.g.1. Old National Bank, Aitkin, MN

5.C.9.g.2. Security State Bank, Aitkin, MN

5.C.9.g.3. Members Cooperative Credit Union, Aitkin, MN

5.C.9.g.4. MSDLAF

5.C.9.g.5. U.S. Bank, Minneapolis, MN

5.C.9.g.6. PMA Financial Network (MN Trust and Associated Bank)

5.C.9.g.7. Zion's Bank, Zions Bancorporation, N.A.

6. Scheduled presentations: (Max. 10 Minutes)

6.A. Student Council Reports

*SP Goal 10*

High School student council members: Will Henline, Eliot Christensen reported upcoming events to the board.

7. New business:

7.A. Approve consent agenda items as follows:

Motion to approve the consent agenda as presented. This motion, made by Jen Burgos and seconded by Holly Mindrum, Passed.

7.A.1. Approve the following School Board Meeting Minutes:

School Board Minutes - December 15, 2025

7.A.2. Approve financials for the month of December 2025:

- Office receipts in the amount of \$1,345,192.09
- Report of expenditures, including \$582,658.76 for bills and \$1,096,162.91 for payroll and district contribution to PERA, TRA, OASDI/Medicare and 403(b).
- Donations in the amount of \$3,903.03.
- Wire transfers in the amount of \$1,600,000.00.
- Employee reimbursements.

7.A.3. Approve Hirings:

7.A.3.a. Logan Roos - High School Media Technician

7.A.3.b. Erin Duerkop- Part time Rippleside paraprofessional - Part time Rippleside kitchen staff .

7.A.4. Consider and approve the following extra-curricular assignments:

7.A.4.a. Michael Hansen - Assistant Robotics Coach- 2025-26 Season

7.A.4.b. Curt Earhardt- Head Girls Golf Coach 2025-26 Season

7.A.4.c. Travis Chaput - Musical Assistant - 2026 Season

7.A.4.d. Jacob Becker - Musical Set Design 2026 Season

7.A.5. Consider and approve extra extracurricular volunteer positions

7.A.5.a. Jason Cline - Volunteer Girls Golf Coach-2026 Season

7.A.6. Consider and approve the 12 month Administrative Professional Contract

7.A.7. Consider and approve less than 12 month Administrative Professional Agreement

7.A.8. Consider and approve the 2025-26-27 Cleaner Agreement

7.A.9. Consider and approve 2025-26-27 Food Service Director Agreement with Terrance Dox

7.A.10. Consider and approve 2025-26-27 Agreement Business Manager Heather Hipp

7.A.11. Consider and approve Technology Coordinator 2025-26-27 agreement with Jason Roos

7.A.12. Teacher Early Retirement - MOU

7.A.13. READ Act MOU

7.A.14. MOU Jim Henrickson

Dean of Students/Activities Director Compensation 2025-2027 school years

7.B. Discussion Items:

7.B.1. Approve Pay Equity Implementation Report

Motion to approve the Pay Equity Implementation report. This motion, made by Holly Mindrum and seconded by Kassie Peterson, Passed.

7.B.2. ICS/Ehlers Presentation

Representatives from ICS and Ehlers presented information on school building options.

7.B.3. RESOLUTION RELATING TO THE ISSUANCE OF SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON - April 14, 2026

Motion to approve the Resolution relating to the Issuance of School Building Bonds and Calling the Election Thereon - April 14, 2026. This motion, made by Holly Mindrum and seconded by Kassie Peterson, Passed.

7.B.4. IRRR Resolution: Resolution authorizing Aitkin Public Schools to make application to accept funds from IRRR- School Account- Bricks & Mortar

Motion to approve the IRRR Resolution authorizing Aitkin Public Schools to make application to accept funds from IRRR - School Account - Bricks & Mortar. This motion, made by Rev. Dawn Houser and seconded by Holly Mindrum, Passed.

7.B.5. Superintendent Search

Motion to go with MSBA for the superintendent search with a budget of up to \$10,000. This motion, made by Holly Mindrum and seconded by Brian Leitinger, Passed.

8. Administrative reports:

8.A. Board Members Reports:

8.B. Committee Reports:

8.C. Principal's Report:

Mr. Dokken, Rippleside Elementary School

Ms. DeMars, Aitkin High School

*SP Goal 10*

8.D. Jim Henrickson - Split Jr High Basketball seasons- Great River Conference planning

8.E. Community Education - Nedra Henline

*SP Goal 10*

8.F. Superintendent's report:

8.F.1. Enrollment Update

8.F.2. Other:

8.G. Upcoming meetings:

Jan 28, 2026 - Personnel Committee- AHS Media Center 3:45 pm

Feb 9, 2026- School Board Meeting- AHS Media Center 6:30 pm

9. Other:

10. Adjourn

Motion to adjourn. This motion, made by Holly Mindrum and seconded by Jen Burgos, Passed.

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Recorded by Heather Hipp

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Cassie Peterson

Dated:2/9/2026