



**ANNUAL ORGANIZATIONAL AND REGULAR MONTHLY MEETING  
OF THE RUSHFORD-PETERSON SCHOOL BOARD**

MONDAY, JANUARY 12, 2026

5:30 PM

RUSHFORD-PETERSON SCHOOLS FORUM ROOM  
1000 PINE MEADOWS LANE  
RUSHFORD, MINNESOTA 55971

**MINUTES**

Chris Grindland: Present

Matt Helgemoe: Present

Jeff Michel: Present

Ken Sawle: Present

Carl Schollmeier: Present

Nancy Snyder: Absent

Amy Woxland: Present

1. Call to Order
2. Pledge of Allegiance
3. Roll Call
4. Adoption of Agenda

Move to adopt agenda as presented. This motion, made by Sawle and seconded by Michel, Passed.

Yea: 6, Nay: 0, Absent: 1

**5. 2026 ORGANIZATIONAL MEETING BUSINESS**

**5.A. Chairperson Nominations and Election**

Nominate Amy Woxland for chairperson by Chris Grindland. This motion, made by Grindland and seconded by Schollmeier, Passed.

Yea: 6, Nay: 0, Absent: 1

**5.B. Election of Officers**

Nominate Chris Grindland as Vice Chairperson by Jeff Michel. This motion, made by Michel and seconded by Schollmeier, Passed.

Yea: 6, Nay: 0, Absent: 1

Nominate Ken Sawle as Treasurer by Carl Schollmeier. This motion, made by Schollmeier and seconded by Michel, Passed.

Yea: 6, Nay: 0, Absent: 1

Nominate Matt Helgemoe as Clerk by Jeff Michel. This motion, made by Michel and seconded by Schollmeier, Passed.

Yea: 6, Nay: 0, Absent: 1

**5.C. Set meeting dates and times for 2026**

Move to set regular monthly meetings for the Third Monday of every month at 6:00PM in the forum room. February's meeting will be moved to February 17, 2026 due to President's Day. This motion, made by Grindland and seconded by Schollmeier, Passed.

Yea: 6, Nay: 0, Absent: 1

**5.D. Set Salaries for Board Members for 2026**

The 2026 Board Member Salaries will be \$1,700 per year for Chairperson, \$1,250 per year for Vice Chairperson, Clerk, and Treasurer. \$1,200 per year for Directors. Out-of-District meeting pay will be \$35 for a half-day and \$75 for a full-day. This motion, made by Grindland and seconded by Helgemoe, Passed.

Yea: 6, Nay: 0, Absent: 1

5.E. Name the Official Newspaper of the District

Move to make Fillmore County Journal the official newspaper. This motion, made by Michel and seconded by Helgemoe, Passed.

Yea: 6, Nay: 0, Absent: 1

5.F. Name Deposit and Investment Accounts.

Name Rushford State Bank as the Official Depository of the General Fund. Name Merchants Bank and Minnesota School District Liquid Asset Fund Plus as Deposit and Investment Accounts. This motion, made by Grindland and seconded by Sawle, Passed.

Yea: 6, Nay: 0, Absent: 1

5.G. Name the District's Legal Counsel.

Designate Ratwik, Roszak and Maloney as Legal Counsel. This motion, made by Grindland and seconded by Michel, Passed.

Yea: 6, Nay: 0, Absent: 1

5.H. Authorization to invest cash reserves and make electronic transfers.

Move to authorize Business Manager, Toni Oian, HR & Payroll Manager, Megan Boyum, and Superintendent Ben Bernard to invest cash reserves and make electronic transfers. This motion, made by Michel and seconded by Schollmeier, Passed.

Yea: 6, Nay: 0, Absent: 1

5.I. Designate the accounting and clerical duties of Board Clerk and Board Treasurer to District Office Staff (Toni Oian, Business Manager, Megan Boyum, HR & Payroll Manager, and Jodi Peters, Administrative Assistant). This motion, made by Grindland and seconded by Schollmeier, Passed.

Yea: 6, Nay: 0, Absent: 1

5.J. Discuss and approve Committee Assignments and Designated Representatives

Move to keep committee assignments the same as 2025 with the exception that Ken Sawle will replace Amy Woxland on the R-P Foundation Committee. This motion, made by Michel and seconded by Schollmeier, Passed.

Yea: 6, Nay: 0, Absent: 1

6. Public Comments

*All regular and special meetings are open to the public and this is the time for citizens to address the whole board. Any comments will be taken at this time and should address topics and issues. Comments should not be complaints directed at any school personnel or students. The board chair has the authority to regulate public remarks that are not within the confines of school district policy, violate Minnesota state statutes, or interfere with the orderly operations of the meeting. Public Comments are limited to 5 minutes per person.*

7. **CONSENT AGENDA** *(roll call vote)*

Approve the consent agenda items as presented. This motion, made by Sawle and seconded by Schollmeier, Passed.

Yea: 6, Nay: 0, Absent: 1

7.A. December 15, 2025 Regular Monthly Meeting and Truth in Taxation Minutes

7.B. Donations in the amount of \$4,271.44

7.C. Hand Payables, Wires & Payroll Liabilities in the amount of \$296,621.91

7.D. Payroll in the amount of \$311,735.15  
7.E. Board Bills in the amount of \$2,308,592.17

**7.F. FUND SUMMARY REPORTS**

**7.G. PERSONNEL:**

1. Hires:
  - a. Gabrielle Schwanke - MS/HS Paraprofessional
2. Leave of Absence:
  - a. Brenda Thelen - 1/12/26-4/3/26

**8. FUTURE BUILDING BOND UPDATE**

8.A. Building Bond Informational Meeting Schedule:

3. - Wednesday 12/17/2025 at 7:00 PM at the school.
4. - Wednesday 1/7/2026 at 7:00 PM at the school.
5. - Wednesday 1/21/2026 at 7:00 PM at the school.

**8.B. Resolution Appointing Election Judges (Roll Call Vote)**

Approve Resolution Appointing Election Judges as presented. This motion, made by Helgemoe and seconded by Michel, Passed.

Yea: 6, Nay: 0, Absent: 1

**9. OLD BUSINESS**

9.A. Second reading and Approval of the following policies:

424 - LICENSE STATUS

528 - STUDENT PARENTAL, FAMILY, AND MARITAL STATUS

NONDISCRIMINATION

535 - SERVICE ANIMALS IN SCHOOLS

Approve the second reading and adoption of the following policies: 424 - LICENSE STATUS 528 - STUDENT PARENTAL, FAMILY, AND MARITAL STATUS NONDISCRIMINATION 535 - SERVICE ANIMALS IN SCHOOLS. This motion, made by Michel and seconded by Grindland, Passed.

Yea: 6, Nay: 0, Absent: 1

**10. NEW BUSINESS**

10.A. First Reading of Policies:

701 - ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET

701.1 - MODIFICATION OF SCHOOL DISTRICT BUDGET

702 - ACCOUNTING

703 - ANNUAL AUDIT

704 - DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM

705 - INVESTMENTS

706 - ACCEPTANCE OF GIFTS

Approve the first reading of the following policies: 701 - ESTABLISHMENT AND ADOPTION OF SCHOOL DISTRICT BUDGET 701.1 - MODIFICATION OF SCHOOL DISTRICT BUDGET 702 - ACCOUNTING 703 - ANNUAL AUDIT 704 - DEVELOPMENT AND MAINTENANCE OF AN INVENTORY OF FIXED ASSETS AND A FIXED ASSET ACCOUNTING SYSTEM 705 - INVESTMENTS 706 - ACCEPTANCE OF GIFTS. This motion, made by Sawle and seconded by Michel, Passed.

Yea: 6, Nay: 0, Absent: 1

**11. ADMIN REPORTS**

11.A. Superintendent Report

11.B. Elementary Report

11.C. Middle School / High School Report

11.D. Activities & Community Education Report

11.E. Student School Board Representative

**12. BOARD COMMUNICATIONS**

12.A. Hiawatha Valley Education District Report

13. **INFORMATION:** The next school board meeting will be Tuesday, February 17, 2026 at 6:00pm in the Forum Room.

**14. ADJOURNMENT**

Move to adjourn at 6:02 PM. This motion, made by Michel and seconded by Schollmeier, Passed.

Yea: 6, Nay: 0, Absent: 1

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Amy Woxland ED.D. Chairperson

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Matt Helgemoe, Clerk