

School Board Organizational Meeting

Monday, January 5, 2026 5:30 PM

Conference Room 1148 MS/HS, 1401 7th St SW, Pipestone, MN 56164

1. Call Meeting to Order

2. Pledge of Allegiance

3. Approve Agenda

4. School Board Organization for 2026

4.1. Election of Officers for 2026

4.2. Establish Regular Monthly Meetings

4.3. Approve Treasurer to Pay Bills

4.4. Authorize Superintendent and Business Office to Perform Duties of the Treasurer

4.5. Resolution Authorizing the Use of Facsimile Signature of Payroll and Voucher Checks

4.6. Authorize Superintendent's Administrative Assistant (District Clerk) to Sign Documents in Absence of the Board Clerk

4.7. Resolution Directing Superintendent to Make Recommendations for Adjustments in Curriculum, Programs, and Staff for the Following School Year

4.8. Approve Ratwik, Roszak, and Maloney and Pemberton Law as the Legal Firms for the School District

4.8.1. Authorize Superintendent, Board Chair, or Designee by Superintendent or Board Chair to Contact Legal Counsel

4.9. Establish Official Depositories

4.10. Establish Official Newspaper

4.11. Set School Board Salaries and Mileage

4.12. Authorize Superintendent to Contract for Goods and Services

4.13. Policy 213, School Board Committees

4.13.1. Standing Committee Assignments – Activities Advisory (1), Community Education (1), World's Best Workforce (1), and Legislative Liaison (1)

4.13.2. Designate a Board Representative to the MSHSL

5. Review Code of Ethics, Policy 209

6. Review Public Participation, Policy 206

7. Old Business

7.1. Approve Amended Audit Report

8. Board Action

8.1. The Board Authorizes the Negotiations Sub-Committee to Begin Contract Negotiations with Dr. Klint Willert as the Superintendent of Schools for a New Contract to Serve as the Superintendent of Pipestone Area Schools Beginning July 1, 2026

9. Adjourn

SCHOOL BOARD ORGANIZATION MEETING 2025	4.13.1 Standing Committee Assignments
4.1 Election of Officers for 2025	
Chairman: Brad Carson	Finance/Budget
Vice Chair: Katie Wiese	1. Katie Wiese
Clerk: Christina DeBates	2. Tami Taubert
Treasurer: Mark Hiniker	3. Daphne Likness
4.2 Establish Monthly Meetings:	Negotiations/Personnel (1 of 2)
4th Mon. of each month except May and Dec (3rd Mon)	1. Brad Carson
Conference Room 1148, 6:30 P.M.	2. Mark Hiniker
KW/CD motion. Carried	3. Tyler Fruechte
4.3 Authorize Treasurer to Pay Bills:	
TF/KW motion. Carried	Facilities/Building & Grounds
4.4 Authorize Superintendent and Business Office to Perform	1. Katie Wiese
Duties of Treasurer:	2. Tami Taubert
TF/TT motion. Carried	3. Mark Hiniker
4.5 Resolution Authorizing the Use of Facsimile Signature of Payroll	
TF/CD motion. Carried	Policy
	1. Chrissy DeBates
4.6 Authorize Superintendent's Admin Assistant to Sign Documents in	2. Brad Carson
Absence of Board Clerk:	3. Daphne Likness
KW/CD motion. Carried	
4.7 Resolution Directing Superintendent to Make Recommendations	Calendar
for Adjustments in Curriculum, Programs, and Staff for the Following Year:	1. Chrissy DeBates
KW/TF motion. Carried	2. Tami Taubert
4.8 Approve Ratwik, Roszak & Maloney and Pemberton Law as Legal	
Firms for the School District:	4.13.2 Other Committee Assignments
CD/TF motion. Carried	
4.8.1 Authorize Superintendent and Board Chair, or Designee by	Activities Advisory
Superintendent or Board Chair to Contact Legal Counsel:	1. Daphne Likness
TF/CD motion. Carried	
4.9 Establish Official Depositories:	Community Education
First Bank & Trust	1. Tyler Fruechte
First Farmers & Merchants National Bank	
Minnesota Liquid Asset Fund	Comp. Achievement & Civic Readiness
MN TRUST	1. Katie Wiese
First State Bank Southwest	
People's State Bank of Jasper	KW/MH motion. Carried
4.10 Establish Official Newspaper:	Legislative Liaison
<i>Pipestone County Star</i> - Agenda & Summary of Minutes	1. Brad Carson
<i>Free Star</i> - Agenda	
Website - Agenda and Full Minutes	KW/CD motion. Carried
4.11 Set School Board Salaries:	
Per Board Meeting: \$60.00	
Committee Meeting: \$50.00	
Out-Of-Town: \$100.00	
Chair: \$400.00	
Mileage: .70 cents per mile (Federal Rate)	
Meals: Cost	
KW/MH motion. Carried	
4.12 Authorize Superintendent to Contract for Goods & Services:	
MH/TF motion. Carried	Approved & Dated by the Board 1-6-2025

SCHOOL BOARD ORGANIZATION MEETING 2026	4.13.1 Standing Committee Assignments
4.1 Election of Officers for 2026	
Chairman:	Finance/Budget
Vice Chair:	1.
Clerk:	2.
Treasurer:	3.
4.2 Establish Monthly Meetings:	Negotiations/Personnel (2 of 2)
4th Mon. of each month except May and Dec (3rd Mon) Conference Room 1148, 6:30 P.M.	1. Brad Carson
	2. Mark Hiniker
	3. Tyler Fruechte
4.3 Authorize Treasurer to Pay Bills:	
	Facilities/Building & Grounds
4.4 Authorize Superintendent and Business Office to Perform Duties of Treasurer:	1.
	2.
4.5 Resolution Authorizing the Use of Facsimile Signature of Payroll and Voucher Checks:	3.
4.6 Authorize Superintendent's Admin Assistant to Sign Documents in Absence of Board Clerk:	Policy
	1.
4.7 Resolution Directing Superintendent to Make Recommendations for Adjustments in Curriculum, Programs, and Staff for the Following Year:	2.
	3.
4.8 Approve Ratwik, Roszak & Maloney and Pemberton Law as Legal Firms for the School District:	Calendar
	1.
	2.
4.8.1 Authorize Superintendent and Board Chair, or Designee by Superintendent or Board Chair to Contact Legal Counsel:	
	4.12.2 Other Committee Assignments
4.9 Establish Official Depositories:	
First Bank & Trust	Activities Advisory
First Farmers & Merchants National Bank	1.
Minnesota Liquid Asset Fund	
MN TRUST	Community Education
First State Bank Southwest	1.
People's State Bank of Jasper	
4.10 Establish Official Newspaper:	1.
<i>Pipestone County Star</i> - Agenda & Summary of Minutes	
<i>Free Star</i> - Agenda	Legislative Liaison
Website - Agenda and Full Minutes	1.
4.11 Set School Board Salaries:	4.13.2 MSHSL Board Representative:
Per Board Meeting: \$60.00	1.
Committee Meeting: \$50.00	
Out-Of-Town: \$100.00	
Chair: \$400.00	
Mileage: per mile (Federal Rate)	
Meals: Cost	
	Approved & Dated by the Board 1-5-2026
4.12 Authorize Superintendent to Contract for Goods & Services:	

2026

Pipestone Area
School Board Meetings
6:30 PM Conf Room 1148



JANUARY

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DECEMBER

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**PIPESTONE AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 2689
BOARD OF EDUCATION**

Resolution Authorizing the Use of Facsimile Signature on Payroll and Voucher Checks

2024 Minnesota Statutes

47.41 NEGOTIABLE INSTRUMENTS, FACSIMILE SIGNATURES, DISBURSEMENT OF PUBLIC FUNDS.

Any public officer or other person who is authorized singly or in conjunction with another or others, to sign checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank may authorize the bank to honor any such instrument bearing a facsimile of that person's signature and to charge the same to the account upon which drawn, as fully as though it bore a manually written signature. Instruments so honored shall be wholly operative and binding in favor of the bank although such facsimile signature shall have been affixed without authority of such officer or other person. Any one or more or all of the signatures upon any such instrument may be facsimile as herein provided. As here used "public funds" means funds of the state or of any county, city, town, school district, any political subdivision of the state, or of any commission, board, department or agency of any thereof.

47.42 FACSIMILE SIGNATURES, OFFICER NOT LIABLE.

If the governing body of the depositor political subdivision, or of any commission, board, department or agency thereof, by resolution approves the action of the public officer or other person in the use of such facsimile, and shall have insured the depositor with an insurance company authorized to do business in this state, in such amount and form as the governing body approves, against loss of any public funds withdrawn upon unauthorized use of such facsimile signature, such public officer or other person shall not be personally liable for loss, if any, resulting from the use of any such facsimile signature unless the loss occurs by reason of that person's own wrongful act.

The motion for the adoption of the foregoing resolution was duly motioned by Katie Wiese and seconded by Chrissy DeBates

In favor; Carson, Wiese, Fruechte, DeBates, Taubert, Likness, and Hiniker

against; none

whereupon said resolution was declared passed 7-0.

SB/RES/2026-001

January 5, 2026 Organizational Meeting

Minutes approved and dated by the Board January 26, 2026



PIPESTONE AREA SCHOOLS District No. 2689

Dr. Klint W. Willert, Superintendent
Sonja Ortman, MS/HS Principal
Jennifer Moravetz, Elementary Principal
Len Burzynski, Maintenance Director
Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

Jacque Kennedy, Business Manager
Rick Zollner, Activities Director
Josh Stukel, Technology Director
Kim Tuin, Food Service Director

Pipestone Area Schools, District 2689, School Board Members authorize the Administrative Assistant to the Superintendent to take the official meeting minutes, perform the duties of the clerk, and to sign documents for the School Board Clerk if clerk is unattainable and immediate action or signature is required.

Chairman

Clerk

Approved and dated by the board: _____

This document will be approved every January at the Organizational Meeting.

"Inspire life-long learners. Build Character. Prepare them for their future."

RESOLUTION DIRECTING SUPERINTENDENT TO MAKE RECOMMENDATIONS FOR ADJUSTMENTS
IN CURRICULUM, PROGRAMS AND STAFF FOR THE FOLLOWING SCHOOL YEAR (2026)

BE IT RESOLVED, by the School Board of Independent School District No. 2689, State of
Minnesota as follows:

HEREBY, we direct the Superintendent of Pipestone Area Schools to make
recommendations for adjustments in curriculum, programs and staff for the following school
year.

The motion for the adoption of the foregoing resolution was duly motioned by Katie Wiese and
seconded by Chrissy DeBates.

In favor; Carson, Wiese, Fruechte, DeBates, Taubert, Likness, and Hiniker

against; None

whereupon said resolution was declared passed 7-0 this 5th day of January, 2026.

SB/RES/2026-002

January 5, 2026 Organizational Meeting

Minutes approved and dated by the board January 26, 2026

Adopted: 6/27/96
Revised: 12/19/2016
Revised: 1/29/2018
Revised: 1/28/2019
Revised: 2-22-2021, 1-23-2023

PAS Policy 213
Orig. 1996
Rev. 2007

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Finance/Budget
 - 2. Policy
 - 3. Facilities/Building and Grounds.
 - 4. Negotiations Committee(s) for various employee groups, individuals, and contracted services.
 - 5. Calendar
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

V. SCOPE OF SCHOOL BOARD COMMITTEES

The following information outlines the general responsibilities of each Board Committee and number of members to be assigned. Additional duties may be assigned by the Board Chair.

A. Finance/Budget – 3 members

1. Meet with the Superintendent of Schools and Business Manager to review and provide direction in establishing and monitoring the School District budget.
2. Discuss and Review:
 - a. Necessary budget adjustments;
 - b. The establishment of the annual levy;
 - c. The audit report; and
 - d. Other financial topics as they arise.

B. Negotiations/Personnel – 3 members

1. Work with the Superintendent on the negotiations of all public employee bargaining units and all individual or group contracts that are not organized bargaining units under the supervision of the School Board.
2. This committee will serve **two-year terms**. They will be appointed in January of the odd-numbered years and serve through December of the next even-numbered year or through the completion of the current negotiation period. In the event a vacancy occurs due to an election, the board chair will fill the position through appointment.
3. Review proposals from the Superintendent and Administrative Team related to the staffing of the School District.
4. Discuss and review:
 - a. Contract interpretation issues;
 - b. Operating procedures which impact personnel;
 - c. Job descriptions of personnel of the School District;
 - d. Hiring and evaluation process; and
 - e. Other personnel topics as they arise.

C. Facilities/Buildings and Grounds – 3 members plus staff and community as requested

1. Discuss and review matters relative to the district's facilities and 10-Year Maintenance Plan.
2. This committee shall provide consultation regarding district long range facilities planning to the entire board.

D. Policy – 3 members

1. Work with the Superintendent in reviewing all School Board policies at least once every four years.
2. The Superintendent shall develop a system for this review, addressing approximately one-fourth of the policies annually.
3. Work with the Superintendent of Schools in advising the School Board on the need for additional policies and revisions due to legislative changes.

E. Calendar Committee – 2 members

1. Work with the Superintendent in developing the school district calendar for the upcoming school year and the tentative calendar for the school year two years in the future.
2. Review possible revisions to the school calendar on an as needed basis.

F. Other Committee Assignments

1. Activities Advisory – 1 member
2. Legislative Liaison – 1 member
3. World's Best Workforce – 1 member

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)

209 CODE OF ETHICS

[NOTE: A code of ethics establishes standards of conduct that members of a school board create and agree to follow. The principles and values embodied in this code of ethics prioritize board members' obligations to students, the district, and the community. As a written set of expectations, a code of ethics guides board members' decision making and behavior. This model policy offers a starting point for school boards as they create a code that establishes parameters for board member conduct that best serve their district. Minnesota law and rules of parliamentary procedure establish sanctions that a school board may choose to pursue.]

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.

2. Remember my responsibility is to set policy – not to implement policy.
 3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
 4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
 5. Work through the superintendent – not over or around the superintendent.
 6. Delegate the implementation of school board decisions to the superintendent.
- C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:
1. Respect the rights of others to have and express opinions.
 2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
 3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
 4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
 5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
 6. Insist that committees be appointed to serve only in an advisory capacity to the school board.
- D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:
1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
 2. Attempt to obtain adequate financial support for the school district's programs.
 3. Insist that business transactions of the school district be ethical and open.
 4. Strive to uphold my responsibilities and accountability to the taxpayers in my school district.
- E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:
1. Hold the superintendent responsible for the administration of the school district.
 2. Give the superintendent authority commensurate with his or her responsibilities.
 3. Assure that the school district will be administered by the best professional personnel available.
 4. Consider the recommendation of the superintendent in hiring all employees.
 5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate

information supporting the recommendation.

6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.
4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

Cross References: None

Adopted: 8-20-1996

Revised: 12-19-2005, 5-22-2017, 2-28-2022, 8-22-2022, 4-28-2025

206 PUBLIC PARTICIPATION IN SCHOOL BOARD MEETINGS/COMPLAINTS ABOUT PERSONS AT SCHOOL BOARD MEETINGS AND DATA PRIVACY CONSIDERATIONS

I. PURPOSE

- A. The school board recognizes the value of participation by the public in deliberations and decisions on school district matters. At the same time, the school board recognizes the importance of conducting orderly and efficient proceedings, with opportunity for expression of all participants' respective views.
- B. The purpose of this policy is to provide procedures to assure open and orderly public discussion as well as to protect the due process and privacy rights of individuals under the law.

II. GENERAL STATEMENT OF POLICY

- A. The policy of the school board is to encourage discussion by persons of subjects related to the management of the school district at school board meetings. The school board may adopt reasonable time, place, and manner restrictions on public expression in order to facilitate free discussion by all interested parties.
- B. The school board shall, as a matter of policy, protect the legal rights to privacy and due process of employees and students.

III. DEFINITIONS

- A. "Personnel data" means government data on individuals maintained because the individual is or was an employee or applicant for employment. For purposes of this policy, "employee" includes a volunteer or an independent contractor.
- B. Personnel data on current and former employees that is "public" includes:

Name; employee identification number, which must not be the employee's social security number; actual gross salary; salary range; terms and conditions of employment relationship; contract fees; actual gross pension; the value and nature of employer paid fringe benefits; the basis for and the amount of any added remuneration, including expense reimbursement, in addition to salary; bargaining unit; job title; job description; education and training background; previous work experience; date of first and last employment; the existence and status of any complaints or charges against the employee, regardless of whether the complaint or charge resulted in a disciplinary action; the final disposition of any disciplinary action as defined in Minnesota Statutes, section 13.43, subdivision 2(b), together with the specific reasons for the action and data documenting the basis of the action, excluding data that would identify confidential sources who are employees of the public body; the complete terms of any agreement settling any dispute arising out of the employment relationship, including a buyout agreement as defined in Minnesota Statutes, section 123B.143, subdivision 2, except that the agreement must include specific reasons for the agreement if it involves the payment of more than \$10,000 of public money; work location; work telephone number; badge number; work-related continuing education; honors and awards received; and

payroll time sheets or other comparable data that are only used to account for employee's work time for payroll purposes, except to the extent that release of time sheet data would reveal the employee's reasons for the use of sick or other medical leave or other not public data.

- C. Personnel data on current and former applicants for employment that is "public" includes:

Veteran status; relevant test scores; rank on eligible list; job history; education and training; and work availability. Names of applicants shall be private data except when certified as eligible for appointment to a vacancy or when applicants are considered by the appointing authority to be finalists for a position in public employment. For purposes of this subdivision, "finalist" means an individual who is selected to be interviewed by the appointing authority prior to selection.

- D. "Educational data" means data maintained by the school district which relates to a student.

- E. "Student" means an individual currently or formerly enrolled or registered in the school district, or applicants for enrollment, or individuals who receive shared time services.

- F. Data about applicants for appointments to a public body, including a school board, collected by the school district as a result of the applicant's application for appointment to the public body are private data on individuals, except that the following are public: name; city of residence, except where the appointment has a residency requirement that requires the entire address to be public; education and training; employment history; volunteer work; awards and honors; prior government service; any data required to be provided or that is voluntarily provided in an application to a multimember agency pursuant to Minnesota Statutes, section 15.0597; and veteran status. Once an individual has been appointed to a public body, the following additional items of data are public: residential address; either a telephone number or electronic mail address where the appointee can be reached, or both at the request of the appointee; the first and last dates of service on the public body; the existence and status of any complaints or charges against an appointee; and, upon completion of an investigation of a complaint or charge against an appointee, the final investigative report unless access to the data would jeopardize an active investigation. Any electronic mail address or telephone number provided by a public body for use by an appointee shall be public. An appointee may use an electronic mail address or telephone number provided by the public body as the designated electronic mail address or telephone number at which the appointee can be reached.

IV. RIGHTS TO PRIVACY

- A. School district employees have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:

1. right to a private hearing for teachers, pursuant to Minnesota Statutes, section 122A.40, subdivision 14 (Teachers Discharge Hearing);
2. right to privacy of personnel data as provided by Minnesota Statutes, section 13.43 (Personnel Data);
3. right to consideration by the school board of certain data treated as not public as provided in Minnesota Statutes, section 13D.05 (Not Public Data);

4. right to a private hearing for licensed or nonlicensed head varsity coaches to discuss reasons for nonrenewal of a coaching contract pursuant to Minnesota Statutes, section 122A.33, subdivision 3.
- B. School district students have a legal right to privacy related to matters which may come before the school board, including, but not limited to, the following:
1. right to a private hearing, Minnesota Statutes, section 121A.47, subdivision 5 (Student Dismissal Hearing);
 2. right to privacy of educational data, Minnesota Statutes, section 13.32 (Educational Data); 20 United States Code, section 1232g (FERPA);
 3. right to privacy of complaints as provided by child abuse reporting and discrimination laws, Minnesota Statutes, chapter 260E (Reporting of Maltreatment of Minors) and Minnesota Statutes, chapter 363A (Minnesota Human Rights Act).

V. THE PUBLIC'S OPPORTUNITY TO BE HEARD

The school board will strive to give all persons an opportunity to be heard and to have complaints considered and evaluated, within the limits of the law and this policy and subject to reasonable time, place, and manner restrictions. Among the rights available to the public is the right to access public data as provided by Minnesota Statutes, section 13.43, subdivision 2 (Public Data).

VI. PROCEDURES

A. Agenda Items

1. Persons who wish to have a subject discussed at a public school board meeting are encouraged to notify the superintendent's office in advance of the school board meeting. The person should provide his or her name, the name of group represented (if any), and the subject to be covered or the issue to be addressed.
2. Persons who wish to address the school board on a particular subject should identify the subject and identify agenda item(s) to which their comments pertain.
3. The school board chair will recognize one speaker at a time and will rule out of order other speakers who are not recognized. Only those speakers recognized by the chair will be allowed to speak. Comments by others are out of order. Individuals who interfere with or interrupt speakers, the school board, or the proceedings may be directed to leave.
4. The school board retains the discretion to limit discussion of any agenda item to a reasonable period of time as determined by the school board. If a group or organization wishes to address the school board on a topic, the school board reserves the right to require designation of one or more representatives or spokespersons to speak on behalf of the group or organization.
5. Matters proposed for placement on the agenda which may involve data privacy concerns, which may involve preliminary allegations, or which may be potentially libelous or slanderous in nature shall not be considered in public, but shall be processed as determined by the school board in accordance with governing law.

6. The school board chair shall promptly rule out of order any discussion by any person, including school board members, that would violate the provisions of state or federal law, this policy or the statutory rights of privacy of an individual.
7. Personal attacks by anyone addressing the school board are unacceptable. Persistence in such remarks by an individual shall terminate that person's privilege to address the school board.
8. Depending upon the number of persons in attendance seeking to be heard, the school board reserves the right to impose such other limitations and restrictions as necessary in order to provide an orderly, efficient, and fair opportunity for those present to be heard.

B. Complaints

1. Routine complaints about a teacher or other employee should first be directed to that teacher or employee or to the employee's immediate supervisor.
2. If the complaint is against an employee relating to child abuse, discrimination, racial, religious, or sexual harassment, or other activities involving an intimidating atmosphere, the complaint should be directed to the employee's supervisor or other official as designated in the school district policy governing that kind of complaint. In the absence of a designated person, the matter should be referred to the superintendent.
3. Unresolved complaints from Paragraph 1. of this section or problems concerning the school district should be directed to the superintendent's office.
4. Complaints which are unresolved at the superintendent's level may be brought before the school board by notifying the school board in writing.

C. Open Forum

The school board shall normally provide a specified period of time when persons may address the school board on any topic, subject to the limitations of this policy. The school board reserves the right to allocate a specific period of time for this purpose and limit time for speakers accordingly.

The school board may decide to hold certain types of public meetings where the public will not be invited to address the school board. Possible examples are work sessions and board retreats. The public will still be entitled to notice of these meetings and will be allowed to attend these meetings, but the public will not be allotted time during the meeting to address the board.

D. No Board Action at Same Meeting

Except as determined by the school board to be necessary or in an emergency, the school board will not take action at the same meeting on an item raised for the first time by the public.

VII. PENALTIES FOR VIOLATION OF DATA PRIVACY

- A. The school district is liable for damages, costs and attorneys' fees, and, in the event of a willful violation, punitive damages for violation of state data privacy laws. (Minnesota

Statutes, section 13.08, subdivision 1)

- B. A person who willfully violates data privacy or whose conduct constitutes the knowing unauthorized acquisition of not public data is guilty of a misdemeanor. (Minnesota Statutes, section 13.09)
- C. In the case of an employee, willful violation of the Minnesota data practices law (Minnesota Statutes, chapter 13), and any rules adopted thereunder, including any action subject to a criminal penalty, constitutes just cause for suspension without pay or dismissal. (Minnesota Statutes, section 13.09)

Legal References: Minn. Stat. Ch. 13 (Minnesota Government Data Practices Act)
Minn. Stat. § 13.43 (Personnel Data)
Minn. Stat. § 13.601, Subd. 3 (Applicants for Appointment)
Minn. Stat. § 13D.05 (Meetings Having Data Classified as Public)
Minn. Stat. § 121A.47, Subd. 5 (Exclusion and Expulsion Procedures; Closed or Open Meeting)
Minn. Stat. § 122A.33, Subd. 3 (License and Degree Exemption for Head Coach; Notice of Nonrenewal; Opportunity to Respond)
Minn. Stat. § 122A.40, Subd. 14 (Employment; Contracts; Termination; Hearing Procedures)
Minn. Stat. § 122A.44 (Contracting with Teachers; Substitute Teachers)
Minn. Stat. § 123B.02, Subd. 14 (General Powers of Independent School Districts; Employees; Contracts for Services)
Minn. Stat. § 123B.143, Subd. 2 (Superintendents; Disclose Past Buyouts or Contract is Void)
Minn. Stat. Ch. 363A (Minnesota Human Rights Act)
Minn. Stat. Ch. 260E (Reporting of Maltreatment of Minors)
20 U.S.C. § 1232g (Family Educational Rights and Privacy Act)
Minn. Op. Atty. Gen. 852 (July 14, 2006)

Cross References: MSBA/MASA Model Policy 205 (Open Meetings and Closed Meetings)
MSBA/MASA Model Policy 207 (Public Hearings)
MSBA/MASA Model Policy 406 (Public and Private Personnel Data)
MSBA/MASA Model Policy 515 (Protection and Privacy of Pupil Records)
MSBA School Law Bulletin "C" (Minnesota's Open Meeting Law)
MSBA School Law Bulletin "I" (School Records – Privacy – Access to Data)

Adopted: 3-18-1996

Revised: 5-22-2017, 11-23-2020, 4-25-2022, 4-28-2025

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INDEPENDENT AUDITOR'S REPORT

To The Board of Education
Independent School District No. 2689
Pipestone Area Schools
Pipestone, Minnesota

*Approved at
School Board
meeting on
December 15th, 2025.
Jaquie Kennedy*

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota as of June 30, 2025, and the respective changes in financial position, and the respective budgetary comparison for General Fund and Major Special Revenue Funds (Food Service Fund and Community Service Fund), for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financials statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Independent School District 2689, Pipestone Area Schools, Pipestone, Minnesota's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

The Financial statements include partial prior-year comparative information, which does not include all of the information required in a presentation in conformity with accounting principles generally accepted in the United States of America. The prior year partial comparative information has been derived from the District's financial statements for the year ended June 30, 2024, and in our report dated November 19, 2024, we expressed unqualified opinions on the respective financial statements of the governmental activities and each major fund. Accordingly, such information should be read in conjunction with the District's financial statements for the year ended June 30, 2024, from which it was derived.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and Required Supplementary Information other than MD&A as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Supplementary Information

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota's basic financial statements. The accompanying combining and individual fund statements and schedule of expenditures of federal awards, as required by Title 2 U.S. *Code of Federal Regulations* Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*, Uniform Financial Accounting and Reporting Standards Compliance Table are presented for purposes of additional analysis and are not a required part of the basic financial statements. Such information is the responsibility of management and was derived from and relates directly to the underlying accounting and other records used to prepare the basic financial statements. The information has been subjected to the auditing procedures applied in the audit of the basic financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the basic financial statements or to the basic financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America. In our opinion, the combining and individual nonmajor fund financial statements and the schedule of expenditures of federal awards are fairly stated, in all material respects, in relation to the basic financial statements as a whole.

Independent School District No. 2689
Pipestone Area Schools
Pipestone, Minnesota
Page 4

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2025, on our consideration of the Independent School District No. 2689's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Independent School District No. 2689's internal control over financial reporting and compliance.



Meulebroeck, Taubert Co., PLLP
Certified Public Accountants
Pipestone, Minnesota

November 14, 2025

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INDEPENDENT AUDITOR'S REPORT

To The Board of Education
Independent School District No. 2689
Pipestone Area Schools
Pipestone, Minnesota

*Per Meulebroeck Taubert
& Co. Auditing Firm,
they made the
change on the top
of page 4 after
Audit was approved.*

Report on the Audit of the Financial Statements

Opinions

We have audited the accompanying financial statements of the governmental activities and each major fund of the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota, as of and for the year ended June 30, 2025, and the related notes to the financial statements, which collectively comprise the District's basic financial statements as listed in the table of contents.

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota as of June 30, 2025, and the respective changes in financial position, and the respective budgetary comparison for General Fund and Major Special Revenue Funds (Food Service Fund and Community Service Fund), for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Basis for Opinions

We conducted our audit in accordance with auditing standards generally accepted in the United States of America (GAAS) and the standards applicable to financial audits contained in *Governmental Auditing Standards*, issued by the Comptroller General of the United States. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are required to be independent of the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota, and to meet our other ethical responsibilities, in accordance with the relevant ethical requirements relating to our audit. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Adoption of New Accounting Standard

As discussed in Note 13 to the financial statements, the District has adopted the provisions of Governmental Accounting Standards Board (GASB) Statement No. 101, *Compensated Absences*, for the year ended June 30, 2025.

Responsibilities of Management for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America, and for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financials statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is required to evaluate whether there are conditions or events, considered in the aggregate, that raise substantial doubt about the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota's ability to continue as a going concern for twelve months beyond the financial statement date, including any currently known information that may raise substantial doubt shortly thereafter.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinions. Reasonable assurance is a high level of assurance but is not absolute assurance and therefore is not a guarantee that an audit conducted in accordance with generally accepted auditing standards and *Government Auditing Standards* will always detect a material misstatement when it exists. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control. Misstatements are considered material if there is a substantial likelihood that, individually or in the aggregate, they would influence the judgment made by a reasonable user based on the financial statements.

In performing an audit in accordance with generally accepted auditing standards and *Government Auditing Standards*, we:

- Exercise professional judgment and maintain professional skepticism throughout the audit.
- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, and design and perform audit procedures responsive to those risks. Such procedures include examining, on a test basis, evidence regarding the amounts and disclosures in the financial statements.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Independent School District No. 2689, Pipestone Area Schools, Pipestone, Minnesota's internal control. Accordingly, no such opinion is expressed.
- Evaluate the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluate the overall presentation of the financial statements.

- Conclude whether, in our judgment, there are conditions or events, considered in the aggregate, that raise substantial doubt about the Independent School District 2689, Pipestone Area Schools, Pipestone, Minnesota's ability to continue as a going concern for a reasonable period of time.

We are required to communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit, significant audit findings, and certain internal control-related matters that we identified during the audit.

The Financial statements include partial prior-year comparative information, which does not include all of the information required in a presentation in conformity with accounting principles generally accepted in the United States of America. The prior year partial comparative information has been derived from the District's financial statements for the year ended June 30, 2024, and in our report dated November 19, 2024, we expressed unqualified opinions on the respective financial statements of the governmental activities and each major fund. Accordingly, such information should be read in conjunction with the District's financial statements for the year ended June 30, 2024, from which it was derived.

Required Supplementary Information

Accounting principles generally accepted in the United States of America require that the management's discussion and analysis and Required Supplementary Information other than MD&A as listed in the table of contents be presented to supplement the basic financial statements. Such information is the responsibility of management and, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

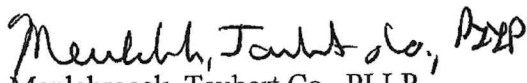
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Independent School District No. 2689
Pipestone Area Schools
Pipestone, Minnesota
Page 4

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated November 14, 2025, on our consideration of the Independent School District No. 2689's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Independent School District No. 2689's internal control over financial reporting and compliance.


Meulebroeck, Taubert Co., PLLP
Certified Public Accountants
Pipestone, Minnesota

November 14, 2025