

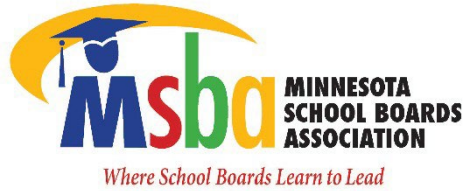
Organizational Meeting *Ryan Hubbard
Attending from Hillside Village, Carr
968, Edificio Caracoles, Apt C - PH-1,
Rio Grande, PR
Monday, January 6, 2025 6:30 PM

Teaching & Learning Center, Becker High
School
12000 Hancock Street
Becker, MN 55308

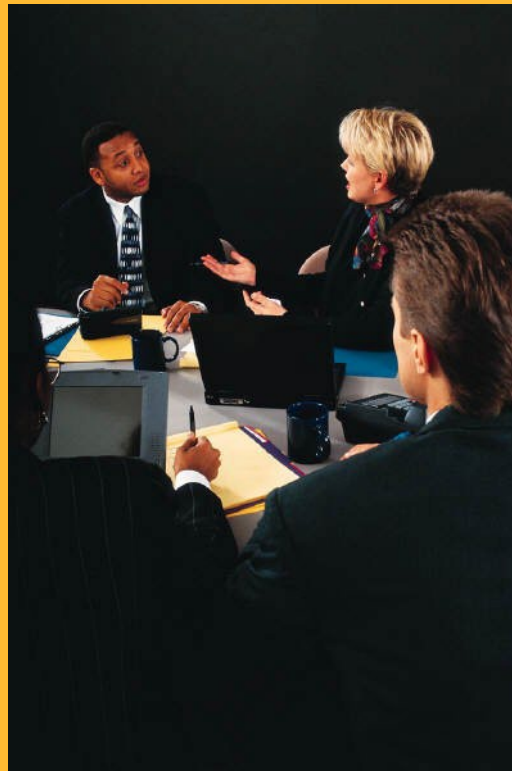
Agenda

1. PROCEDURAL ITEMS
 - 1.A. Call to Order
 - 1.B. Pledge of Allegiance
 - 1.C. Welcome New Board Members
 - 1.D. Election of Officers
 - 1.E. Agenda
 - 1.F. Recognition of Visitors and Public Forum
2. REPORTS
 - 2.A. Student Report
 - 2.B. Superintendent's Report
 - 2.C. Committee Reports
3. APPOINTMENT OF COMMITTEES AND REPRESENTATIVES
4. CONSENT AGENDA
 - 4.A. Minutes
 - 4.B. Financial Report
 - 4.C. Disbursements
 - 4.D. Personnel
 - 4.E. Designate Official Depositories: *Sherburne State Bank, Minnesota School District Liquid Assets Fund, and PMA/MN Trust*
 - 4.F. Designate Auditor: *Bergan KDV, Ltd. has been approved through FY25*
 - 4.G. Designate Legal Counsel: *Kennedy & Graven*
 - 4.H. Authorize Chair, Vice-Chair & Clerk Permission to Contact Legal Counsel on Behalf of the Board
 - 4.I. Designate Official Newspaper: *Patriot News*
 - 4.J. Designate Official School Board Meeting Dates: *First Monday of Each Month, with the exceptions noted with * in description.*
 - 4.K. Authorize Superintendent and Business Manager to Conduct Electronic Fund Transfers Pursuant to MS 471.38 Subd 3 and Subd 3a.
 - 4.L. Authorize Director of Transportation to Schedule Routes, Establish Bus Stops and Discretion in Control and Discipline of School Children with School District Administration per MN State Statute 123B.88.
 - 4.M. Indoor Air Quality Plan
 - 4.N. Authorize Superintendent and Business Manager to Enter Into / Sign Contracts
 - 4.O. Designate School Board Chair as Appointee to Minnesota State High School League
5. RESOLUTION ACCEPTING DONATIONS
6. 2025 COMMITTEE MEETING DATES

7. SCHOOL BOARD PAY
8. DISCUSSION: OPERATING LEVY
9. ADJOURN



The First Monday in January



EVERYTHING you need to know
for your school board's **Organizational Meeting**

Updated December 2024

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Introduction

On the first Monday in January (or as soon as practicable thereafter) each year, newly elected school board members' terms of office begin, and school boards must meet to organize for the year ([Minnesota Statutes section 123B.14, subdivision 1](#)). School boards typically combine the work of seating newly elected school board members and organizing for the year into a single meeting. The purpose of this booklet, *The First Monday in January*, is to help school boards prepare for and conduct the organizational meeting.

The guidance provided in this booklet is based on relevant laws, knowledge of school board and superintendent roles and responsibilities, school board meeting processes and procedures, best practices, and experience. While the content addresses many issues related to the organizational meeting, this booklet cannot address every potential problem or circumstance school boards may encounter. As a result, school boards would be well served to review the contents and establish their processes for officers' elections prior to the organizational meeting. Upon review, school board members and superintendents are encouraged to call MSBA with any questions pertaining to their unique situation.

Before beginning to look at the actual content of this booklet, five general terms used throughout this document should be explained. From this point forward, except in quotations from statute, the words, "board," "board member," "district," "chair," and "meeting," will be used instead of the formal terms, "school board," "school board member," "school district," "school board chair," and "school board meeting."

Updated December 2024

The First Meeting in January: Officer Election and Organizational Meeting

Under Minnesota law, “the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify” ([Minnesota Statutes, section 123B.14, subdivision 1](#)).

A remote possibility exists that all the most recently selected board officers and members will no longer be on the board or are unavailable. In that case, the board as a whole should call the meeting to order. If the most recently selected chair (the person elected chair last year) is still on the board, that board member should call the meeting to order and run the meeting until a successor is selected and qualifies. If the most recent chair is no longer on the board or is not available, the most recently selected vice chair (if the board has one), clerk, or treasurer, in that order, should be asked to call the meeting to order and run the meeting. Otherwise, the board must select a different member to open the meeting and preside over the election of the chair, who will then move into place and conduct the rest of the elections and meeting.

If all the most recently selected officers are unavailable and the board is unable to reach a consensus, the board should use an agreed-upon method, such as calling on the most senior board member present or the member who draws the shortest straw, to choose a person to serve in that capacity. The board should use a similar process for determining who will serve as clerk and be responsible for recording the minutes until a successor is selected by the board.

Because superintendents are considered *ex officio* (nonvoting) members of the board ([Minnesota Statutes, section 123B.143](#)), at no time should the superintendent act as chair.

From this point on, the officers selected by the process just described to serve until new officers are selected will be referred to as “acting” officers.

Boards need to adopt basic rules for conducting the organizational meeting. The rules chosen may be past practices or one of several options presented in *Robert’s Rules of Order Newly Revised* or another parliamentary procedure if the board has adopted one. The adopted rules allow the board members to discuss and make decisions in a timely and orderly manner. Boards are wise to keep the rules as uncomplicated as possible. The most commonly used option for electing officers is for the acting chair to open the floor for nominations. The rest of the process is provided beginning on Page 6.

Date of the Organizational Meeting

Minnesota law does not specify that the organizational meeting must be a regular meeting. Because the law includes the words “as soon thereafter as practicable,” many boards prefer to schedule the January organizational meeting as early as possible, often scheduling a special meeting, to avoid the confusion that can result if situations requiring the board’s immediate attention arise before the board has organized for the year. In the event of an emergency between January 1 and the first Monday of the month, the board members whose terms are ending may be called upon to help the board until the new board members are seated.

The board cannot transact business on any holiday, except in cases of necessity ([Minnesota Statutes, section 645.44, subdivision 5](#)). This law also explains how to proceed when a holiday falls on a Saturday or a Sunday. Minnesota law provides for some exceptions for dates on which school may be conducted despite the date being a holiday ([Minnesota Statutes, section 120A.42](#)). School boards should consider these dates when planning their

organizational meetings. **MSBA's Dates with Meeting Restrictions chart** offers guidance (available on the MSBA website).

Sample Organizational Meeting Agenda

The organizational meeting agenda should clearly state the business the board will transact. If the board schedules a special meeting to hold the organizational meeting, the board must limit its business to the purpose(s) stated on the meeting notice ([Minnesota Statutes, section 13D.04, subdivision 2](#)). A sample organizational meeting agenda is provided below.

- Call meeting to order
The acting chair calls the meeting to order and conducts the meeting until a successor is elected by the board.
- Seat new board members
The acting chair may administer a ceremonial oath of office to the new board members (depending on the board's election cycle and practice).
- Approve meeting agenda
- Elect a chair (who presides over remainder of meeting)
- Elect a vice chair (if the board has a vice chair position)
- Elect a clerk
- Elect a treasurer
- Set dates, times, and location(s) for regular board meetings
- Conduct other business
 - Designate district depositories
 - Name board's legal counsel and authorized contacts
 - Fix board members' compensation (if any)
 - Appoint board committee members
 - Designate a board member as the Minnesota State High School League representative
 - Combining Polling Places
 - Other

Seating New Board Members

Boards seat newly elected board members at the first meeting in January. At that time, the acting chair and the rest of the board welcome the new board member(s), and the acting chair may administer a ceremonial oath of office. Then, the board moves to the organizational meeting.

Open Meeting Law

All board meetings, including the organizational meeting, must comply with the Minnesota Open Meeting Law ([Minnesota Statutes, chapter 13D](#)). All board votes must occur at an open meeting, and board members may not cast any straw votes or votes by secret ballot ([Minnesota Statutes, section 13D.01, subdivision 4](#)). Boards may vote by paper ballot, but the voters must be identified and votes recorded.

If a special meeting is scheduled for the purpose of organizing the board, written notice of the date, time, place, and purpose of the meeting must be posted on the board's principal bulletin board (or on the door of the board's usual meeting room if no principal bulletin

board exists) at least three days before the special meeting. All other requirements of the statute also must be satisfied ([Minnesota Statutes, section 13D.04](#)).

Election of Board Officers

Minnesota law requires that school boards elect a chair, a clerk, and a treasurer from among the school board members. One school board member must serve as the treasurer and another school board member must serve as the clerk. The *duties* of the clerk and treasurer may be performed by school district staff. The board, by resolution, may combine the duties of the offices of clerk and treasurer in a single person in the "Office of Business Affairs." A sample resolution is on page 13.

The board may decide to have additional officers, such as a vice chair ([Minnesota Statutes, section 123B.14](#)).

Board officers shall hold office for one year and until their successors are selected and qualified.

1. Procedures for Officer Elections

Minnesota law is silent as to the method of electing officers, except that the election must be by open vote and not by any form of secret ballot ([Minnesota Statutes, section 13D.01, subdivision 4](#)). The board may establish its own procedures, including procedures for nominating officers and voting procedures. The board should establish procedures in advance of the meeting so that everyone will know what to expect from the outset. The board must follow the procedures, but the procedures can be changed if the majority of the board members agree. Suggested steps for election of officers are provided below. Once the meeting has been called to order, the acting chair has been determined, and the agenda has been approved:

- The acting chair asks for nominations.
- Any board member may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that every board member has ample opportunity to nominate.
- Under most rules of procedure, a motion to close nominations before such an opportunity is provided should be declared out of order. In fact, among bodies with rules that permit motions to close nominations, *Robert's Rules of Order Newly Revised* calls for a two-thirds majority vote to adopt the motion.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
- A motion to reopen nominations may be adopted on a majority vote.

For example, the board might follow the procedure provided below:

Acting Chair: "Nominations are now in order for the office of chair."

Board Member James: "I nominate Jane Smith."

Acting Chair: "Jane Smith is nominated. Are there any other nominations for the office of chair?"

Acting Chair: "Are there any further nominations for the office of chair?"

Acting Chair: "Are there any further nominations for the office of chair?"

Acting Chair: "If there are no further nominations ... [pause] ... nominations for the office of chair are closed."

2. Voting

If only one board member is nominated, board rules may allow the acting chair to declare that candidate elected. The acting chair could say, "Jane Smith is the only candidate nominated for the office of chair, and I hereby declare her elected by acclamation and direct the acting clerk to so record in the minutes."

Board rules may provide for a show of hands or voice vote in which each board member has an opportunity to vote. The newly elected chair then immediately assumes the office and conducts the election of other officers.

If two or more members are nominated for an office, a show of hands or voice vote is necessary. The vote by each member must be recorded as required by Minnesota's Open Meeting Law. Another option is for each board member to be given a piece of paper (ballot) on which to write the name of the person for whom they are voting and the member's name on that ballot so each member's vote may be recorded. The results of each individual board member's vote may be read aloud at the meeting and must be recorded in the minutes. The person receiving a majority of the votes cast is elected and assumes the office, having been "selected and qualified."

3. Number of Votes Required

Unless board rule or policy requires a majority of the board's *full* membership or other stipulation, the number of votes required to elect an officer is the same as the vote to carry other motions—namely, "more than half the votes cast, excluding abstentions." Absences or abstentions can reduce the number of votes required to less than a majority of the full board. For example, for a seven-member school board with two board members absent or abstaining, three votes would elect an officer, 3-2. Any other requirement to elect officers should be clearly articulated in the board's policies or procedures.

If more than two candidates are nominated, the possibility exists that no candidate will get a majority of the votes cast. For example, a seven-member board with three candidates could have an initial vote of 3-3-1, and, because four votes constitute a majority, no candidate would have enough votes to be elected.

Some boards, in such instances, drop off the low vote getter and conduct a second vote. *Robert's Rules of Order Newly Revised* recommends retaining the low vote getter because a low vote getter could turn out to be the most satisfactory compromise for supporters of the two front runners and may be helpful in breaking a tie. If a multiple-candidate contest continues to produce no majority choice, the board may be left with no other option than to drop the low vote getter in an attempt to complete the election. If the board includes this option in its policies and procedures, language should specify when and how the decision would be made.

4. Order of the Vote

The voting procedure used may follow the order that the board typically uses to vote on motions. The acting chair may ask for a show of hands or go around the table calling on members by name, or the acting clerk may conduct a roll-call vote. A script for the voting procedure is provided below.

Acting Chair: "All in favor of Jane Smith for the office of chair raise their hands."

[Then]: "All in favor of James Nelson for the office of chair raise their hands."

[Then]: "Jane Smith received a majority of the votes cast and is elected chair of this school board."

To avoid any question regarding the validity of an election between two or more candidates, the board may need to conduct a roll call vote in the order the board normally follows and record each board member's vote in the minutes. A script for calling a roll-call vote is provided below.

Acting Chair: "The acting clerk will now call the roll for voting on the office of chair."

Acting Clerk: "Board member Arthur Brown."

Board member Arthur Brown: "I vote for Jane Smith."

Acting Clerk: "Board member Margo Anderson."

Board member Margo Anderson: "I vote for James Nelson."

[And so on until all board members have been polled]

Acting Chair: "The acting clerk will now tally the votes."

Acting Clerk: "Jane Smith received four votes. James Nelson received three votes."

Acting Chair: "Jane Smith received a majority of the votes cast and is elected chair."

5. Board Unable to Elect a Chair or Other Officer

Although election of officers usually raises no significant question as to procedure or legal requirements, exceptions arise from time to time. For example, in the event of a tie between two candidates, a second vote should be taken, followed by a third vote prior to the close of the meeting, and, if the board is still unable to elect a chair, the election of a chair should occur at subsequent meeting(s), for as many meetings and votes that may be required, until one candidate is elected. If a second vote to elect a new chair is unsuccessful, the board could: (1) move on to elect the other officers before attempting to vote a third time to elect a chair or (2) move on to conduct the other business before attempting to vote a third time to elect a chair before the close of the meeting. The acting chair presides until the deadlock for chair is broken, even if other officers have been selected.

Once a chair is elected, the newly elected chair assumes the duties of the presiding officer and conducts the elections of a vice chair (if applicable), clerk, and treasurer following the same procedures.

6. Vice Chair

Minnesota law does not require the board to have a vice chair position. If the board includes a vice chair, the newly elected chair should use the same call for nominations and election procedures to elect a vice chair as described for electing a chair.

7. Clerk

The chair should next call for nominations for the office of clerk. Nominations and the election should be handled in the same manner as for chair. In selecting a clerk, certain tasks (such as keeping a record of all board meetings of the district; within three days after an election, notifying all persons elected of their election; and filing a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year with the board by September 15 of each year) require the clerk to be available regularly in the district administrative office ([Minnesota Statutes, section 123B.14](#)).

Board members who take minutes at meetings while participating in the meetings often have difficulty balancing their responsibilities. Fortunately, Minnesota law allows other persons (such as the superintendent's administrative assistant or board secretary under the direction of the board clerk) to perform the duties of clerk. The board can designate an alternate, or "deputy clerk," from among the board members to sign documents if the clerk is unavailable.

8. Treasurer

The chair should next call for nominations for the office of treasurer. Certain tasks of the treasurer (such as depositing district funds in the official depository; making reports called for by the board and performing all duties a treasurer usually performs; and, in the event of insufficient funds to pay valid orders presented to the treasurer, receiving, endorsing, and processing the orders according to the law) require the treasurer to be available regularly to the district's administration ([Minnesota Statutes, section 123B.14](#)). The law allows the board (by resolution) to name a person in the business office to perform the duties of the offices of clerk and treasurer.

Other Business Conducted at the Organizational Meeting

Minnesota law allows the school board to conduct other business at the organizational meeting. Other business items commonly transacted at the organizational meeting include designating district depositories, selecting the official district newspaper, selecting the district's legal counsel and individuals authorized by the board to contact legal counsel, fixing board member compensation, setting the board's regular meeting schedule, appointing board committee members, and passing a resolution for combined polling places. These items are described below.

1. Designate District Depositories

Minnesota law requires the board to designate one or more official depositories for district funds ([Minnesota Statutes, section 118A.02, subdivision 1](#)). While Minnesota law does not specify when the designation must be made, many boards designate depositories at the organizational meeting.

2. Select Official Newspaper

School districts are required by law to publish their meeting proceedings and many notices in their official newspaper ([Minnesota Statutes, section 331A.04](#)). A board may select an official newspaper whenever it chooses, and most boards decide at the board's organizational meeting. Franconia and Prinsburg must designate an official newspaper in the first meeting following July 1.

3. Select District's Legal Counsel

The organizational meeting is a good time for the board to select one or more attorneys or firms to serve as the district's legal counsel. This meeting is also a good opportunity to identify the individuals who are authorized to contact the district's legal counsel. These individuals commonly include the chair, the superintendent, and the chief business official of the district. In addition, other district staff, including the human resources director or a person with similar duties, may be authorized to contact the school district's legal counsel.

4. Fix Board Member Compensation

Many Minnesota school boards set board member compensation at the organizational meeting. Minnesota law allows the clerk, treasurer, and superintendent to receive such compensation as may be fixed by the board. The law also allows the board to fix compensation for the other members of the board ([Minnesota Statutes section 123B.09, subdivision 12](#)).

5. Fix Regular Board Meeting Schedule for the Year

Minnesota law includes specific notice requirements that must be satisfied for the board to meet, whether for regular, special, or emergency meetings. Many boards set the regular meeting schedule for the year at the organizational meeting. If the board sets a schedule for regular board meetings to be held during the year, with the date, time, and place for such meetings designated, and that schedule is kept at the district office, then no additional notice of those regular meetings is required ([Minnesota Statutes, section 13D.04, subdivision 1](#)). If a regular meeting date, time, or location is changed, additional notice is required. When setting the schedule for regular board meetings, the board must keep in mind the dates when meeting restrictions and/or prohibitions apply. Please see the **MSBA Dates with Meeting Restrictions chart**.

6. Appoint Board Members to Board Committees

Boards often use standing or ad hoc committees to facilitate the board's mission and work. These committees are advisory and have only the authority that the school board specified. However, some boards avoid using committees and opt for the board to work as a whole. Many boards believe the organizational meeting is a good time to appoint board committee memberships. If the board has a policy on board committees, the board should follow that policy and established procedures.

If the board utilizes committees, policy should clarify the following: when, how, and by whom the appointments will be made, the allowable number of board members per committee, whether committee appointments are continuing or rotating, and, if rotating, a schedule for doing so. Finally, board committee and subcommittee meetings are subject to Minnesota's Open Meeting Law (even when the committee membership is less than a

quorum of the board). The notification and public meeting requirements for board committees and subcommittees are the same as for board meetings.

7. Combined Polling Places Resolution

Special elections for school board members can be expensive. When no other election is being held in a school district, the school board may designate combined polling places at which the voters in those precincts may vote in the school district election. By December 31, the school board must designate, by resolution, combined polling places. The combined polling places designated in the resolution are the polling places for the following calendar year. Boards may choose to adopt this resolution during the organizational meeting, thus avoiding the possibility of failing to adopt the resolution later in the year ([Minnesota Statutes, section 205A.11](#)). A sample resolution is available on the MSBA website under the Elections tab. Once a resolution is adopted, the school board does not need to adopt the resolution again in a subsequent year unless a change is made pursuant to the statute cited above.

School Board Member Election and Vacancies

1. Board Membership and Election to the School Board

Board membership consists of six elected members (or seven members if the district voters have approved a seven-member board) ([Minnesota Statutes, section 123B.09, subdivision 1](#)). Elections take place on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year ([Minnesota Statutes, section 205A.04](#)). The number of members may be different for combining or consolidating boards that are in a transition period ([Minnesota Statutes, section 123A.48, subdivision 2](#)). The board includes ex officio (non-voting) members. Superintendents are the only ex officio members of the board who are mentioned in statute ([Minnesota Statutes, section 123B.143](#)). Board vacancies are filled by special election if more than one year remains or by board appointment by resolution at a regular or special meeting if less than one year remains ([Minnesota Statutes, section 123B.09, subdivision 5b](#)).

2. Canvass of Returns and Certificate of Election

Minnesota law requires the board to canvass the returns and declare the results of the election between the third and tenth day after a district election, other than a special election ([Minnesota Statutes section 205A.10, subdivision 3](#)). The district clerk must certify the results of the election to the county auditor. The clerk is the final custodian of the ballots and the returns of the election.

3. Qualified Board Member

To "qualify," a newly elected board member must complete a few necessary steps. The district clerk must ensure that each successful candidate has filed a campaign finance report certification ([Minnesota Statutes, section 211A.02](#) and [Minnesota Statutes, section 211A.05, subdivision 1](#)) before issuing a certificate of election. The clerk must deliver, by personal service or certified mail, the certificate to the successful candidate who must return the certificate of election within thirty days, sign the oath of office, and sign the acceptance of office. A person who fails to qualify prior to the specified time shall be deemed to have refused to serve ([Minnesota Statutes, section 205A.10, subdivision 3](#)).

4. Term of Office

The term of office for school board members is four years. Generally, a board member is elected to fill an open seat on the board created by the expiration of a term (except as may be otherwise provided by a transition schedule from odd- to even-numbered year or from even- to odd- numbered year elections) beginning the first Monday in January ([Minnesota Statutes, section 123B.09, subdivision 1](#)). The member takes office on that date regardless of the date of the organizational meeting.

5. Board Vacancy

A board vacancy occurs when a member dies, resigns, ceases to be a resident of the district or is unable to serve on such board and attend its meetings because of illness or prolonged absence from the district ([Minnesota Statutes section 123B.09](#)). A board vacancy must be filled by board appointment, evidenced in an adopted resolution, and is effective 30 days following the appointment (unless a petition to reject the appointee is filed and meets statutory requirements).

Under the Minnesota law cited above, the rules regarding when a special election is required to fill a vacancy are complex and depend upon when the vacancy occurs in the member's term.

A person filling a vacancy by special election takes office immediately after qualifying. To qualify for an elected office means the certificate of election has been received, the acceptance of office has been signed, the finance report has been turned in, and the oath of office has been taken and signed.

6. Post-Election, No Pre-Seating of New Members

Board members are elected in November ([Minnesota Statutes, section 205A.04](#)), but their terms of office do not begin until the first Monday in January ([Minnesota Statutes, section 123B.09, subdivision 1](#)). Currently serving members retain their seats until the expiration of their respective terms. During the time between being elected and the first Monday in January, board members-elect are citizens who are not board members yet. For this reason, board members-elect should not be treated the same as seated members. As a result, wise boards do not allow board members-elect to sit at the board table, participate in the deliberations, be asked how they would vote on a topic during a meeting, or be allowed to conduct or otherwise participate in any other board business. These restrictions avoid the confusion that can result when members-elect are allowed to participate in meetings prior to being officially seated.

School Board Members and Data Privacy

Minnesota's Government Data Practices Act requires school board members to maintain data privacy as described in the Act ([Minnesota Statutes, chapter 13](#)). To protect data privacy rights of the district's students and staff, board members-elect should not be given access to non-public data until they officially begin their term of office.

In the interim, board members-elect can spend time preparing to take office. Boards can help board members-elect by providing an orientation, inviting them to meetings, sending

them meeting agendas and packets (public information only) prior to the meetings, and encouraging them to attend MSBA's new board member trainings (Phase I and Phase II, which include school board member training in school finance and management as required under [Minnesota Statutes, section 123B.09, subdivision 2](#)). Additional information can be found on MSBA's website.

Combining the Duties of Clerk and Treasurer

As previously noted, Minnesota law requires boards to select from its members a chair, a clerk, and a treasurer. Minnesota law does not allow the board to select one of its members to serve in the combined office of clerk/treasurer. The law allows a board to combine and delegate *the duties of* the offices of clerk and treasurer to a single person who is employed by the district in its business office. A resolution is required if the duties of the clerk and treasurer are delegated. The resolution is a one-time requirement, not an annual one. Even so, the law still requires that an elected school board member hold each of the offices of chair, clerk, and treasurer. A "Sample Resolution" is provided below.

SAMPLE RESOLUTION

WHEREAS, Minnesota Statutes 123B.14, Subd. 1, empowers the School Board to combine the duties of the offices of Clerk and Treasurer of the School Board in one person in the Office of Business Affairs of the School District.

WHEREAS, the School District has decided to combine the duties of the Clerk and Treasurer in one person in the Office of Business Affairs.

THEREFORE, BE IT RESOLVED THAT the _____ of the School District is designated by the School Board of Independent School District No. ____ to perform the duties of Clerk and Treasurer of the District.

Moved by:

Seconded by:

The following voted in favor:

The following voted against:

WHEREUPON the resolution was declared adopted.

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December 27, 2024

Dear School Board Member:

Your regional service cooperative, Resource Training & Solutions in Sartell, is seeking nominations to serve on the Resource Board of Directors. We currently have three open seats. The term for these positions is April 2025 through March 2029. Nominees must be an active school board member as of January 1, 2025.

Resource Training & Solutions mission is to support members through innovation and collaboration. To best achieve this, we are governed by our members' elected officials. As a school board member, you serve as the front line in representing your constituents and understanding their needs. As a member of the board, you will help guide the programs and services Resource can offer to our members.

Our Board of Directors' meetings are held on the third Tuesday of each month at Resource Training & Solutions. Meetings begin at 12:45 with lunch at noon. There is no board meeting during the month of July.

If you are interested in representing your school district, and speaking as a representative for all school districts, please complete the following steps for consideration:

1. Complete the Application of Nominee form and receive a nomination from your board represented by board signatures (page 2 this document)
2. Complete the enclosed Nominee Questionnaire (page 3 this document)
3. Return completed documents to Resource Training & Solutions office by **January 31, 2025** either by USPS or email to jnord@resourcecoop-mn.gov .
4. Be available to meet and interview with the Resource Board of Directors the third week of March 2025.

Finally, I would be more than happy to visit about the Resource Board and our mission at Resource. My contact information is 320-281-6580 or mschmitz@resourcecoop-mn.gov.

Respectfully,

Mark Schmitz
Executive Director



**Application of Nominee
Resource Training & Solutions Board of Directors
Term starting 4/1/2023**

This application must be received at Resource Training & Solutions **by Tuesday, January 31, 2025.**

This nominee has agreed to accept this nomination, attested by signature below:

Nominee Name: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Nominee's Signature: _____

Name of Nominating School District: _____

Our district is represented by (#) _____ school board members, of which we represent at least a majority. Following are signatures of the school board members supporting this nomination:

_____	_____
_____	_____
_____	_____
_____	_____

Email/Mail/Fax Application and Questionnaire to:

Jen Nord, Office Manager
Resource Training & Solutions
137 23rd St. S, Sartell, MN 56377
Email: jnord@resourcecoop-mn.gov
Phone: 320-255-3236 Fax Number: 320-255-2998



Nominee Questionnaire

Please complete the following questions and return to the Resource Training & Solutions Service Cooperative office by **January 31, 2025**. If you have any questions please contact Mark Schmitz, Resource Training & Solutions Executive Director at 320-281-6580 or mschmitz@resourcecoop-mn.gov.

Name: _____

School District: _____

1. Please help us get to know you better. What is your background and experience as it relates to serving on your local school board.
2. What do you find as the most rewarding aspect of being a school board member?
3. What do you find to be the most challenging aspect of being a school board member?
4. Are there any specific areas you can identify where schools could better serve students, teachers and administrators through greater collaboration?



Dates with Meeting Restrictions 2025-2026

January 1, 2025	New Year's Day Holiday	No school, no meetings
January 20, 2025	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 17, 2025	Presidents' Day *	No meetings
March 11, 2025	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 26, 2025	Memorial Day	No school, no meetings
June 19, 2025	Juneteenth ^	No school, no meetings
July 4, 2025	Independence Day	No school, no meetings
August 12, 2025	Primary Election Day	No meetings or activities 6:00 p.m. - 8:00 p.m.
September 1, 2025	Labor Day	No school, no meetings
September 17, 2025	Constitution Day ^^	Schools must an educational program
October 13, 2025	Indigenous Peoples Day (Optional Holiday) ^^^	No meetings if this is a school district holiday
November 4, 2025	Election Day	No meetings or activities 6:00 p.m. - 8:00 p.m.
November 11, 2025	Veterans Day	No meetings
November 27, 2025	Thanksgiving Day	No school, no meetings
November 28, 2025	Day After Thanksgiving (Optional Holiday)	No meetings if this is a school district holiday
December 25, 2025	Christmas Day	No school, no meetings
January 1, 2026	New Year's Day Holiday	No school, no meetings
January 19, 2026	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 3, 2026	Precinct Caucus Day	No meetings or activities after 6:00 p.m.
February 16, 2026	Presidents' Day *	No meetings



March 10, 2026	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 25, 2026	Memorial Day	No school, no meetings
June 19, 2026	Juneteenth ^	No school, no meetings

*** Minnesota State Holidays**

[Minnesota Statutes Section 645.44](#) list dates that are “holidays” under state law. Minnesota’s political subdivisions have the option of determining whether Indigenous Peoples Day or the Friday after Thanksgiving shall be holidays. Where it is determined that either day is not a holiday, public business may be conducted.

If the date is determined to be a school day, it must be reflected in the teacher’s contract. If Martin Luther King’s birthday, Presidents Day, Veterans Day is determined to be a school day, at least one hour of the school program must be devoted to a patriotic observance of the day. For more information, see [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*).

When the following holidays fall on a **Saturday**, the holiday is observed on the preceding **Friday**; when the following holidays fall on a **Sunday**, the holiday is observed on the following **Monday**:

- | | |
|----------------------------|-----------------------------|
| New Year’s Day (January 1) | Veterans Day (November 11) |
| Juneteenth (June 19) | Christmas Day (December 25) |
| Independence Day (July 4) | |

Juneteenth ^

On Juneteenth (June 19), “public schools may offer instruction and programs on the occasion.” For more information, see [Minnesota Statutes 10.55](#) (*Juneteenth*). The Minnesota Department of Education takes the position that school may not be offered on this holiday. MSBA continues to work with MDE to determine the “instruction and programs on the occasion” that may be offered.

Constitution Day (September 17) ^^

September 17 is Constitution Day and Citizenship Day (Constitution Day). This day commemorates the September 17, 1787, signing of the United States Constitution. Under federal law ([36 U.S.C. 106](#)), each school that receives federal funds shall hold an educational program on the United States Constitution on September 17.

Each educational institution that receives Federal funds for a fiscal year is required to hold an educational program about the U.S. Constitution for its students on September 17 (if it falls on a weekend; it should be held in the previous or next week). The federal Department of Education has additional information and resources available on its [website](#).

Indigenous Peoples Day ^^^

In 2023, the Minnesota legislature replaced Christopher Columbus Day (the second Monday in October) with Indigenous Peoples Day. All references to “Christopher Columbus Day” or “Columbus Day” are to be changed to “Indigenous Peoples Day” in Minnesota Statutes and Minnesota Rules. Thus, the conditions set forth in [Minnesota Statutes Section 120A.42](#) (*Conduct of School on Certain Holidays*) continue to apply on this date.



Becker School Board Committee Assignments 2024

Committee	Troy Berning	Ryan Hubbard	Aaron Jurek	Connie Robinson	Corey Stanger	Pete Weismann
Activities Advisory Committee				X		X
Administrative Negotiations			X	X		
Calendar Committee	X					
Certified (Teachers) Negotiations	X			X	X	
Classified Negotiations		X	X			X
Community Education		X				
Curriculum Advisory	X				X	
EC Advisory						X
Facilities		X	X		X	
Finance				X		
Individual Contracts			X			X
Policy		X		X		X
Sherburne Northern Wright Coop			X			
TRAK Committee Representative	X				X	

Chair Jurek called the regular meeting of the School Board of District #726 to order on the 4th day of November, 2024 at 6:30 p.m. in the Teaching & Learning Center.

Roll Call.

Members present: Troy Berning, Ryan Hubbard, Aaron Jurek, Connie Robinson, Corey Stanger, Pete Weismann

Members absent: None

Others present: Jeremy Schmidt, Superintendent
Kevin Januszewski, Director of Business Services

CITIZEN COMMENTS: None

PRESENTATION: None

REPORTS/UPDATES:

- School Board Student Representatives
- Superintendent
- Committee Meetings: TRAK, Curriculum, Activities

Motion by Troy Berning, seconded by Ryan Hubbard, to *Approve the Consent Agenda* as presented:

CONSENT AGENDA

- MINUTES FROM THE AUGUST 15, 2024 SPECIAL SCHOOL BOARD MEETING**
- MINUTES FROM THE SEPTEMBER 9, 2024 REGULAR SCHOOL BOARD MEETING**
- MINUTES FROM THE SEPTEMBER 25, 2024 SPECIAL SCHOOL BOARD MEETING**
- MINUTES FROM THE OCTOBER 7, 2024 REGULAR SCHOOL BOARD MEETING (revised)**
- MINUTES FROM THE NOVEMBER 4, 2024 REGULAR SCHOOL BOARD MEETING**
- MINUTES FROM THE NOVEMBER 13, 2024 SPECIAL SCHOOL BOARD MEETING**

FINANCIAL REPORT

EXPENDITURES

Fund	2024-25	November 2024	2024-25	Remaining	%
	Budget		Year-to-Date	Budget	Spent
General	41,661,884	3,945,087	14,421,260	27,240,624	34.61%
Food Service	2,578,924	258,666	631,289	1,947,635	24.48%
Community Service	1,934,483	196,516	664,763	1,269,720	34.36%
Debt Service	3,818,538	-	252,769	3,565,769	6.62%

\$ 49,993,829	\$ 4,400,269	\$ 15,970,081	\$ 34,023,748	31.94%
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DISBURSEMENTS – in the amount of \$2,864,826.81

PERSONNEL

Name	Status	Job Title	Location	Effective
Baker, Mathias	New	Wrestling Coach	MS	11/18/24
Farber, Michelle	Resignation	Special Education Paraprofessional	HS	11/29/24
Grommersch, Jaydon	New	Asst. Wrestling Coach	HS	11/18/24
Johnson, Patricia	Resignation	Breakfast Server	PS	1/3/25
Knutson, Chantel	Change in Assignment	Day Lead Custodian (was Night Lead Custodian)	PS	11/26/24
Knutson, Barbara	New	Assistant Cook	IS	12/2/24
Kuklok, Payton	New	Speech & Language Teacher	IS/MS	1/2/25 Estimated
Krogstad, Emily	Extracurricular Assignment	Head Speech Coach	HS	01/02/25
Kydd, Gloria	Resignation	Special Education Paraprofessional	MS	12/2/24
Lindberg, Abby	Change in Assignment	Night Custodian	PS	1/2/25
Mazza, Nicole	New	Special Education Paraprofessional	MS	12/2/25
Metzger, Jeramey	New	Special Education Paraprofessional	HS	10/30/24
Nieman, Amanda	New	First Grade Teacher	PS	11/13/24
Niedfeldt, Tyler	Resignation	Boys Basketball Coach	MS	11/7/24
Schulz, Jacqueline	Long-Term Substitute	Art Teacher	MS	12/9/24 - 1/24/25
Stewart, Gregory	New	Night Custodian	MS	12/6/24

WORLD'S BEST WORKFORCE REPORT SUMMARY, as presented

Motion carried unanimously.

Motion by Corey Stanger, seconded by Pete Weismann, to *Approve a Resolution Accepting Donations.*

DONOR	GIFT DESCRIPTION	AMOUNT
Becker Lions	Becker Watchdog Program	\$1,500.00
Becker Lions	Custodial Fees (from clinic last Spring)	\$129.00
Becker Lions	Baseball Uniform Order	\$949.85
Becker Lions	Baseball Turf Project	\$3,645.33

Becker Lions	Two Audiometers	\$2,460.00
Clear Lake Lions	Becker Watchdog Program	\$2,500.00
Clearway Energy	SWPBIS program	\$5,000.00
Liberty Paper	Becker Watchdog Program	\$2,000.00
Luther St. Cloud Honda	High School Band Program	\$400.00

Motion carried unanimously.

Motion by Connie Robinson, seconded by Ryan Hubbard, to *Accept the FY24 Financial Audit*, as presented. Motion carried unanimously.

Motion by Ryan Hubbard, seconded by Troy Berning, to *Truth in Taxation/Payable 2025 Levy in the Amount of \$12,451,581.00*. Motion carried unanimously.

Motion by Troy Berning, seconded by Pete Weismann, to *Approve January 6, 2025 as the School Board Organizational Meeting* date. Motion carried unanimously.

Motion by Corey Stanger, seconded by Pete Weismann, to *Approve a Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election-Related Duties*. Motion carried unanimously.

Motion by Troy Berning, seconded by Ryan Hubbard, to *Approve the Following Policy Reviews:*

- 513: **Student Promotion, Retention, and Program Design** (Use MSBA's replacing our current policies 550 Student Acceleration and 556 Early Admissions)
- 523: **Service Animals in Schools** (provided by Kennedy & Graven) with Approval Request Forms (Bringing a Visiting Animal to School for Educational Purposes and Bringing a Therapy Dog to School)

Motion carried unanimously.

The meeting was *adjourned* at 7:27 p.m.

Aaron Jurek, Chair

Pete Weismann, Clerk

Recorder: Angela Oswald

BECKER PUBLIC SCHOOLS
MONTHLY FINANCIAL REPORT
December 2024

EXPENDITURES

Fund	2024-25 Budget	December 2024	2024-25 Year-to-Date	Remaining Budget	% Spent
General	41,661,884	3,840,962	18,262,222	23,399,662	43.83%
Food Service	2,578,924	208,644	839,933	1,738,991	32.57%
Community Service	1,934,483	150,819	815,582	1,118,901	42.16%
Debt Service	3,818,538	-	252,769	3,565,769	6.62%
	\$ 49,993,829	\$ 4,200,425	\$ 20,170,506	\$ 29,823,323	40.35%

Name	Status	Job Title	Location	Effective
Barthel, Emily	Additional Assignment	Homebound Instructor	Student Home	11/20/24
Braun, Pam	Resignation	Math Teacher	HS	6/5/25
Drury, Patrick	Resignation	Asst. Boys Cross Country Coach	HS	12/19/24
Dutcher, Seth	Extracurricular Assignment	Tech Director - AV	MS	1/2/25
Hagen, Janna	Additional Assignment	Breakfast Asst.	PS	12/19/24
Hagen, Janna	New	Food Service Assistant	HS	12/5/24
Johnson, Jennifer	New	Director of Community Education and Related Services	DO	1/1/27/25
Kaiawe, Glenn	Change in Assignment	Night Lead Custodian	PS (was HS)	01/02/25
Kipka, Payton	Change in Assignment	Special Education Paraprofessional	IS (was PS)	1/2/25

Name	Status	Job Title	Location	Effective
Kothrade, Kelly	Increase in Hours	Food Service Assistant	MS	11/28/24
Kuklok, Payton	New	Speech and Language Teacher	MS/IS	1/2/25
Lind, Hannah	Resignation	Administrative Assistant to the Principal	IS (was PS)	1/3/25
Lindberg, Abby	Change in Assignment	Night Custodian (was Day Lead)	MS (was PS)	1/2/25
Nelson, Douglas	New	Science, Long-Term Substitute	HS	12/16/24 - 3/6/25
Olson, JeNee	Resignation	Behavior Interventionist	IS	1/3/24
Suckut, Monte	Change in Assignment	Custodian	HS (was MS)	1/2/24
Wilhelm, Amanda	Change in Assignment	Special Education Paraprofessional	IS (was PS)	8/26/24

INDOOR AIR QUALITY PLAN BECKER PUBLIC SCHOOLS

PURPOSE

As indoor air quality issues increase, and the various recommendations and standards have been established, building owners have realized the importance of addressing this topic with seriousness and efficiency. Building owners need to rely on trained building personnel and/or professionals to maintain a quality indoor air environment.

PLAN

It is the goal of the Becker Public Schools to provide and maintain the best indoor air quality level in all district facilities. In order to meet this goal, the district has developed standard operating procedures to help maintain a working environment that has quality indoor air and implemented the “Tools For Schools” indoor air packet. These procedures and packet will not necessarily eliminate all indoor air quality problems, but it will assist the district in addressing problems in an efficient, effective manner. The district will follow the following guidelines and responsibilities:

- 1) Implementation of the “Tools For Schools” packet.
- 2) Annual building walkthroughs.
- 3) Establishing/maintaining an effective communication system, including proper forms to be filled out.
- 4) Any projects (renovation, remodeling) are reviewed with I.A.Q. effects discussed.
- 5) Training for all staff on the important role they play in having good indoor air quality for all building personnel. (ANNUAL)
- 6) Work with outside contractors and consultants whose activities may/can affect the indoor air quality of district buildings.

FUNDING

The Becker Public Schools will utilize approved use of L.T.F.M. (Long Term Facility Maintenance) funds along with any other funding sources made available for addressing eligible I.A.Q. projects.

TRAINING/COMMUNICATION

To ensure that proper and consistent inspections and maintenance are done, specific Becker Public Schools personnel will be trained in the recommendations and guidelines set forth by various agencies, as well as the effective handling of I.A.Q. issues when they arise. All documentation regarding I.A.Q. will be kept in the INDOOR AIR QUALITY file.

To ensure that I.A.Q. concerns are properly addressed, the Becker school district's Health and Safety committee members will annually review their responsibilities regarding the processes and procedures set forth in the I.A.Q. program.

All Becker Public schools district employees will receive a copy of the district's basic I.A.Q. plan and referral form at the beginning of each school year.

An I.A.Q. parent notification will be sent out at the beginning of each school year stating the name of the Indoor Air Quality coordinator (Rick Kraus) for Becker Public schools, goals, and assistance the school can provide for addressing I.A.Q. problems.

INSPECTIONS/O&M

Inspections are an important part of the Indoor Air Quality Plan at the Becker Public schools. To reduce/eliminate indoor air quality issues, the district will conduct annual inspections (more if necessary) and address any possible problems in a timely manner. If a staff member has a concern, they may be asked to do a diary recording the timing, frequency, etc. of the issue.

Operations and maintenance in the Becker Public schools include:

- 1) Carpets
 - A) Room carpets extracted 3x a year, more if necessary.
 - B) Spot cleaned when necessary.
 - C) Vacuumed daily, more if necessary.
 - D) Entry mats vacuumed daily, more in heavy traffic areas.
 - E) Entry mats extracted annually, more if needed.
- 2) Ventilation
 - A) The filters for the Air Handling units throughout the district are inspected monthly and changed as needed.
- 3) Tile
 - A) Scrubbed and waxed annually.
 - B) Swept daily, more if necessary.
 - C) Some high traffic areas are scrubbed and waxed semi-annually if possible.
 - D) The schools rotate stripping and waxing of the various rooms annually.
- 4) Chemicals used in cleaning are used properly, pose low health hazards, and environmentally friendly when possible.
- 5) Cleaning equipment is maintained in good and proper working order.
- 6) Cleaning equipment is used properly and is safe for custodial/maintenance staff use.

- 7) Stained and damaged ceiling tile is replaced in a timely manner.
- 8) Leaks in pipes and other lines are repaired as quickly as possible, and any other maintenance issues are dealt with efficiently.
- 9) If roof leaks occur, the district will repair them as soon as possible. If the district cannot do the repairs, an outside contractor will be contacted to do them. Proper steps will be taken to remediate/eliminate any I.A.Q. issues caused by the water intrusion.
- 10) If ventilation problems arise or are found to be inadequate, steps will be taken in attempt to meet the minimum recommendations of ASHRAE. (American Society of Heating, Refrigeration, and Air Conditioning Engineers)
- 11) Animals in the Classroom – Animals can be in the classroom as long as the teachers maintain them properly. If any I.A.Q. or health issues arise from the animals, they will be handled properly with the best interest of I.A.Q. in mind.
- 12) Pest Management in the Becker Public Schools is handled by Granite City Pest Control of St. Cloud, MN. If any issues arise regarding pests, the district will contact and consult with Granite City Pest Control.
- 13) Other issues (animals, renovation, cleaning, chemical use, etc.) will be handled by Rick Kraus, the building principals, and the Health and Safety committee as the need arises.
- 14) Indoor Air Quality concerns will be dealt with according to district policy.

PROCEDURES FOR HANDLING INDOOR AIR QUALITY ISSUES AT BECKER PUBLIC SCHOOLS

When a I.A.Q. concern arises, an IAQ complaint form will be filled out by the complainant and reported to their supervisor. A work order is then generated and addressed by custodial/maintenance.

- 1) Investigation, testing, and/or remediation will take place dependent upon the results of the investigation.

**** All documentation will be kept in the INDOOR AIR QUALITY FILE.

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Becker, ISD 726, gratefully accepts the following donations as identified below:

DONOR	GIFT DESCRIPTION	AMOUNT
Becker Football Boosters	Press Box	\$5,000.00
Neumann, Michael & Lindsay	Band	\$500.00
Northwest Area Jaycees	Student Council	\$2,500.00
Real Time Solutions	DECA	\$500.00
Studio 5	DECA	\$50.00
Xcel Energy Foundation	Baseball Turf Project	\$1,000.00

The vote on adoption of the Resolution was as follows:

Aye: Troy Berning, Ryan Hubbard, Aaron Jurek, Connie Robinson, Corey Stanger, Pete Weismann

Nay: None

Absent: None

Whereupon, said Resolution was declared duly adopted.

By: _____

Chair

By: _____

Clerk

Date: January 6, 2025

Date: January 6, 2025

School Board & Committee Meetings 2025

January

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

6 School Board 6:30PM
13 Policy 6PM
21 TRAK 4PM
27 Activities 7AM
29 Finance 7AM
29 Facilities 4:30PM

July

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

2 Finance 7AM
2 Facilities 4:30PM
7 School Board 6:30PM
16 Policy 6PM
30 Finance 7AM
30 Facilities 4:30PM

February

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

3 Curriculum 5PM
3 School Board 6:30PM
5 Wellness 3PM Virtual
12 Meet & Confer 3:45PM
12 Policy 6PM
24 Activities 7AM
26 Finance 7AM
26 Facilities 4:30PM

August

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

4 School Board 6:30PM
13 Policy 6PM

March

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

3 School Board 6:30PM
12 Policy 6PM
17 Activities 7AM
18 TRAK 5:30PM

September

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

3 Finance 7AM
3 Facilities 4:30PM
8 School Board 6:30PM
17 Policy 6PM

April

S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

2 Finance 7AM
2 Facilities 4:30PM
7 School Board 6:30PM
16 Policy 6PM
28 Activities 7AM
30 Finance 7AM
30 Facilities 4:30PM

October

S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

1 Finance 7AM
1 Facilities 4:30PM
6 Curriculum 5PM
6 School Board 6:30PM
15 Policy 6PM

May

S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

5 Curriculum 5PM
5 School Board 6:30PM
14 Meet & Confer 3:45PM
14 Policy 6PM
19 Activities 7AM
20 TRAK 5:30PM
28 Finance 7AM
28 Facilities 4:30PM

November

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

5 Finance 7AM
5 Facilities 4:30 PM
13 Curriculum 5PM
13 School Board 6:30PM
19 Policy 6PM
26 Finance 7AM
26 Facilities 4:30PM

June

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14

2 School Board 6:30PM
11 Policy 6PM

December

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13

1 School Board 6:30PM
10 Policy 6PM

15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			



Timeline for 2025 Special Elections

		Second Tuesday In February	Second Tuesday In April	Second Tuesday In May	Second Tuesday In August	First Tuesday After First Monday in November
		February 11, 2025	April 8, 2025	May 13, 2025	August 12, 2025	November 4, 2025
		No later than:	No later than:	No later than:	No later than:	No later than:
Adoption Resolution Calling Election	84 days prior to election	November 19, 2024	January 14, 2025	February 18, 2025	May 20, 2025	August 12, 2025
Notify County Auditor and Commissioner of Date and Questions	84 days prior to election	November 19, 2024	January 14, 2025	February 18, 2025	May 20, 2025	August 12, 2025
Have Absentee Ballots Available	46 days prior to election	December 27, 2024	February 21, 2025	March 28, 2025	June 27, 2025	September 19, 2025
Adopt Resolution Appointing Election Judges	25 days prior to election	January 17, 2025	March 14, 2025	April 18, 2025	July 18, 2025	October 10, 2025
Mail Referendum Notice [Levy]	15 to 30 days prior to election	January 12 to 27, 2025	March 9 to 24, 2025	April 13 to 28, 2025	July 13 to 28, 2025	October 5 to 20, 2025
Publish Review and Comment [Bond]	48 to 60 days prior to election	December 13 to 25, 2025	February 8 to 20, 2025	March 14 to 26, 2025	June 13 to 25, 2025	September 4 to 16, 2025
Publish Notice of Special Election	2 weeks prior to election	January 28, 2025	March 25, 2025	April 29, 2025	July 29, 2025	October 21, 2025
Post Notice of Special Election	10 days prior to election	February 1, 2025	March 29, 2025	May 3, 2025	August 2, 2025	October 25, 2025
Post Sample Ballot	4 days prior to election and on election day	February 7 and February 11, 2025	April 4 and April 8, 2025	May 9 and May 13, 2025	August 8 and August 12, 2025	October 31 and November 4, 2025
Publish Notice of Testing of Optical Scan System	2 days prior to election	February 9, 2025	April 6, 2025	May 11, 2025	August 10, 2025	November 2, 2025
Conduct Election		February 11, 2025	April 8, 2025	May 13, 2025	August 12, 2025	November 4, 2025
Adopt Resolution Canvassing Results	3 to 10 days after election	February 14 to 21, 2025	April 11 to 18, 2025	May 16 to 23, 2025	August 15 to 22, 2025	November 7 to 14, 2025
Notify the Commissioner of the Results	15 days after canvass	March 1-8, 2025	April 26-May 3, 2025	May 31-June 6, 2025	August 30-September 6, 2025	November 22-29, 2025

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