

Wrenshall Board of Education Organizational Meeting

Monday, January 6, 2025 6:00 PM

Wrenshall School Library Media Center, 207 Pioneer Drive, Wrenshall, MN 55797

1. Call to Order	Speaker (s) : Current Chairperson
2. Administer Oath of Office	Speaker (s) : Current Chairperson
3. Roll Call	Speaker (s) : Current Chairperson
4. Adoption of Agenda	Speaker (s) : Current Chairperson
5. Election of Officers for 2024	Speaker (s) : Current Chairperson
5.a. Election of Chairperson	Speaker (s) : Current Chairperson
5.b. Election of Vice-Chairperson	Speaker (s) : Newly Elected Chairperson
5.c. Election of Clerk	Speaker (s) : Newly Elected Chairperson
5.d. Election of Treasurer	Speaker (s) : Newly Elected Chairperson
6. Action Items	Speaker (s) : Chair
6.a. Designate Depositories of Funds	Speaker (s) : Newly Elected Chairperson
6.b. Authorize Electronic Fund Transfers	Speaker (s) : Newly Elected Chairperson
6.c. Designate Official Newspaper	Speaker (s) : Newly Elected Chairperson
6.d. Designate Independent Auditor	Speaker (s) : Newly Elected Chair
6.e. Designate Legal Representation	Speaker (s) : Newly Elected Chairperson
6.f. Set Board Director Compensation	Speaker (s) : Newly Elected Chairperson
6.g. Set Mileage Reimbursement Rate For Official Business	Speaker (s) : Newly Elected Chairperson
6.h. Designate Site for Electronic Sale of Surplus Supplies, Materials, and Equipment	Speaker (s) : Jeff Pesta
6.i. Set Meeting Recording Guidelines	Speaker (s) : Newly Elected Chairperson
7. Set Annual Meeting Calendar	Speaker (s) : Newly Elected Chairperson
8. Appoint Standing Board Committees	Speaker (s) : Newly Elected Chairperson
9. Adjournment	Speaker (s) : Newly Elected Chairperson



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

January 6, 2025

OATH OF OFFICE

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No.100 to the best of my judgment and ability.

Signature

Date

STATE OF MINNESOTA

COUNTY OF CARLTON

The foregoing instrument was acknowledged before me this 6TH day of January, 2025
by Jon Beck

Notary Public



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

January 6, 2025

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Signature

Date

STATE OF MINNESOTA

COUNTY OF CARLTON

The foregoing instrument was acknowledged before me this 6TH day of January, 2025
by Ashley Laveau

Notary Public



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

January 6, 2025

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Signature

Date

STATE OF MINNESOTA

COUNTY OF CARLTON

The foregoing instrument was acknowledged before me this 6TH day of January, 2025
by Erin Riley

Notary Public

Wrenshall Board of Education Organizational Meeting

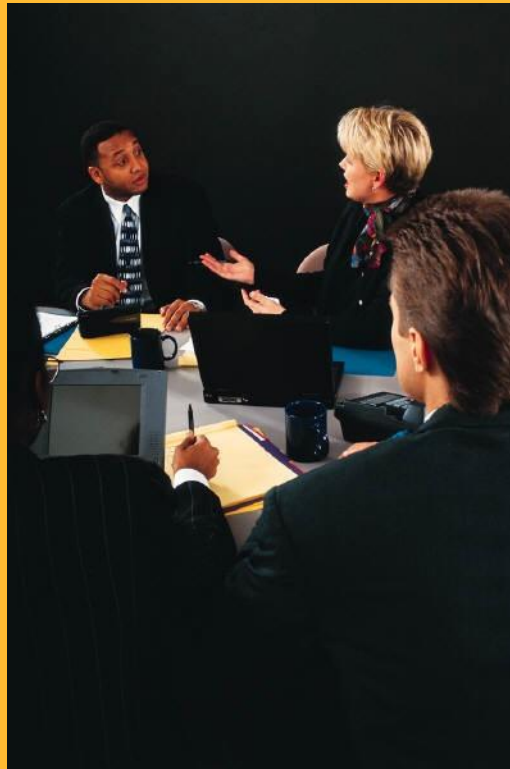
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The First Monday in January



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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Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

January 2, 2025

Jana Peterson
Pine Knot News
122 Avenue C
Cloquet, MN 55720

Greetings Ms. Peterson:

Thank you for submitting a proposal for Newspaper for Official Publications. The proposal met all the requirements as advertised in our Request For Proposals. The Pine Knot News bid has been selected based upon the cited criteria for meeting the statutory requirements as a qualified newspaper in Carlton County and for providing regular coverage of Wrenshall School events.

ISD 100 will formally award the contract at the annual organizational meeting of the Wrenshall Board of Education on January 6. The contract will be for the 2025 calendar year.

Please contact District Administrative Assistant Rosy Bradley at rbradley@isd100.org with any questions about official publications and legal notices. We look forward to continuing our successful working relationship.

Sincerely,

Jeff Pesta, Interim Superintendent

Pine Knot News

The Pine Knot News, a local community newspaper published on Fridays and located in Cloquet, respectfully presents the following bid for printing all official business for the Wrenshall School District from January 1 to December 31, 2025.

The Pine Knot News meets the State of Minnesota's requirements of a legal newspaper, as presented in Minnesota Statute Section 331A, which outlines the priorities that public bodies must use when selecting an official newspaper (attached).

The bid is for \$8.75 per column-inch; the Minnesota Newspaper Association Index for the proposed rate is 0.774. The bid is for a Standard Advertising Unit of 7 points and column-width of 1.57 inch (9.42 picas) in six-column broadsheet format.

MNA Index:

$9.42 \text{ picas per line} \times 12 \text{ points per pica} = 113 \text{ points per line}$

$9 \text{ lines per inch} \times 113 \text{ points per line} = 1017 \text{ points per inch}$

$1017 \text{ points per inch} \div 90 \text{ points lowercase alphabet} = 11.3 \text{ LCA per inch}$

$\$8.75 \text{ per inch} \div 11.3 \text{ LCA per inch} \rightarrow 0.774 \text{ index}$

Why should you choose us? We are the only independent, locally owned and operated newspaper in Carlton County, and we have the most in-county print subscribers. All we do is cover Carlton County. We do business and pay property taxes here. Our employees live in the area. We publish legal notices both in print and online, including on a statewide website for legal ads so your legal ads reach a wide audience.

We currently have 2,028 subscribers, with over 1,800 residing in Carlton County. An additional 220 copies are available every week at local newsstands. We also sell copies at the Pine Knot News primary office at 122 Avenue C in Cloquet and at secondary offices in Carlton and Esko.

Thank you for the opportunity to apply for the privilege of serving you.

Sincerely,

Jana Peterson

Jana Peterson, Editor and General Manager

122 Avenue C ♦ Cloquet, Minnesota 55720 ♦ (218) 878-9332

123B.95 BOARDS OF COMMON SCHOOL DISTRICTS.

Subdivision 1. **School board.** The care, management and control of a common district is vested in a board of three members to be known as the school board. The term of office of a member shall be three years, and until a successor qualifies. The board of each common district must consist of a chair, a treasurer, and a clerk. The board may by resolution establish a time and place for regular meeting and no notice of such meeting need be sent to any members of the board.

Subd. 2. **Finances.** The board must submit to the annual meeting an estimate of the expenses of the district for the coming year for a school term as determined by the board and for such other specified purposes as the board may deem proper. If the annual meeting fails to vote a sufficient tax to maintain the district for such time, the board must levy such tax pursuant to and within the limitations of sections 124D.22, 126C.40 to 126C.45, and 126C.48; but no board shall expend any money or incur any liability for any purpose beyond the sum appropriated by vote of the district for such purpose, or levied by the board pursuant to this subdivision, or on hand and applicable thereto.

Subd. 3. **School visits.** The board must visit each school at least once every three months.

Subd. 4. **Official newspaper.** At its first meeting following July 1 each year, the board must designate, by resolution, as the official newspaper of the district, some legal newspaper of general circulation within the district, and contract with such newspaper for its publications. If there is more than one such newspaper, the board must enter a contract with the lowest responsible bidder at the earliest practicable date. All notices and proceedings required by law to be published by the board must be published in the official newspaper so designated. The fees for such publication must not exceed the fees for publication of legal notices as prescribed by Minnesota Statutes.

History: *Ex1959 c 71 art 4 s 3; 1967 c 176 s 1; 1978 c 706 s 11; 1986 c 444; 1991 c 130 s 37; 1992 c 499 art 12 s 29; 1995 c 212 art 4 s 64; 1998 c 397 art 6 s 42,124; art 11 s 3; 2000 c 254 s 16*

331A.04 DESIGNATION OF A NEWSPAPER FOR OFFICIAL PUBLICATIONS.

Subdivision 1. **Priority.** The governing body of a political subdivision, when authorized or required by statute or charter to designate a newspaper for publication of its public notices, shall designate a qualified newspaper in the following priority.

Subd. 2. **Known office in locality.** If there are one or more qualified newspapers, the known office of issue of which are located within the political subdivision, one of them shall be designated.

Subd. 3. **Secondary office in locality.** When no qualified newspaper has a known office of issue located in the political subdivision, but one or more qualified newspapers maintain a secondary office there, one of them shall be designated.

Subd. 4. **General circulation in locality.** When no qualified newspaper has its known office of issue or a secondary office located within the political subdivision, then a qualified newspaper of general circulation there shall be designated.

Subd. 5. **Other situations.** If a political subdivision is without an official newspaper, or if the publisher refuses to publish a particular public notice, matters required to be published shall be published in a newspaper designated as provided in subdivision 4. The governing body of a political subdivision with territory in two or more counties may, if deemed in the public interest, designate a separate qualified newspaper for each county.

Subd. 6. **Exception to designation priority.** (a) Notwithstanding subdivisions 1 to 3, the governing body of a political subdivision may designate any newspaper for publication of its official proceedings and public notices, if the following conditions are met:

(1) the newspaper is a qualified medium of official and legal publication;

(2) the publisher of the newspaper furnishes a sworn statement, verified by a recognized independent circulation auditing agency, covering a period of at least one year ending no earlier than 60 days before designation of the newspaper, stating that the newspaper's circulation reaches not fewer than 75 percent of the households within the political subdivision;

(3) the newspaper has provided regular coverage of the proceedings of the governing body of the political subdivision and will continue to do so; and

(4) the governing body votes unanimously to designate the newspaper.

(b) If the circulation of a newspaper designated under this subdivision falls below 75 percent of the households within the political subdivision at any time within the term of its designation as official newspaper, its qualification to publish public notices for the political subdivision terminates.

Subd. 7. **Joint bidding.** A bid submitted jointly by two or more newspapers for the publication of public notices must not be considered anticompetitive or otherwise unlawful if the following conditions are met:

(1) all of the qualified newspapers eligible for designation participate in the joint bid;

(2) the existence of the joint bid arrangement is disclosed to the governing body of the political subdivision before or at the time of submission of the joint bid; and

(3) the governing body is free to reject the joint bid and, if it does, individual qualified newspapers do not refuse to submit separate bids owing to the rejection of the joint bid.

History: *1984 c 543 s 23; 2003 c 59 s 1; 2004 c 182 s 14; 2022 c 61 s 8*

331A.02 REQUIREMENTS FOR A QUALIFIED NEWSPAPER.

Subdivision 1. **Qualification.** No newspaper in this state shall be entitled to any compensation or fee for publishing any public notice unless it is a qualified newspaper. A newspaper that is not qualified must inform a public body that presents a public notice for publication that it is not qualified. To be qualified, a newspaper shall:

(a) be printed in the English language in newspaper format and in column and sheet form equivalent in printed space to at least 800 square inches;

(b) if a daily, be published and distributed at least five days each week. If not a daily, the newspaper may be published and distributed at least twice a month with respect to the publishing of government public notices. In any week in which a legal holiday is included, not more than four issues of a daily paper are necessary;

(c) in at least half of its issues each year, have no more than 75 percent of its printed space comprised of advertising material and paid public notices. In all of its issues each year, have 25 percent, if published more often than weekly, or 50 percent, if weekly, of its news columns devoted to news of local interest. Not more than 25 percent of its total nonadvertising column inches in any issue may wholly duplicate any other publication unless the duplicated material is from recognized general news services;

(d) be of general circulation in the area to which a public notice is directed, or where there is a reasonable likelihood that the person to whom it is directed will become aware of the notice;

(e) have its known office of issue located in either:

(1) the county in which lies, in whole or in part, the political subdivision that is publishing the public notice; or

(2) an adjoining county;

(f) file a copy of each issue promptly with the State Historical Society;

(g) be made available at single or subscription prices to any person or entity requesting the newspaper and making the applicable payment, or be distributed without charge to local residents;

(h) have complied with all the foregoing conditions of this subdivision for at least one year immediately preceding the date of the notice publication;

(i) between September 1 and December 31 of each year publish a sworn United States Post Office periodicals-class statement of ownership and circulation or a statement of ownership and circulation verified by a recognized independent circulation auditing agency covering a period of at least one year ending no earlier than the June 30 preceding the publication deadline. When publication occurs after December 31 and before July 1, qualification shall be effective from January 1 through December 31 of that year; and

(j) after publication of the statement described in paragraph (i), submit to the secretary of state by December 31 a filing containing the newspaper's name, address of its known office of issue, telephone number, and a statement that it has complied with all of the requirements of this section. The filing must be accompanied by a fee of \$25. The secretary of state shall make available for public inspection a list of newspapers that have filed. Acceptance of a filing does not constitute a guarantee by the state that any other qualification has been met.

Subd. 2. [Repealed, 2004 c 182 s 33]

Subd. 3. Publication; suspension; changes. The following circumstances shall not affect the qualification of a newspaper, invalidate an otherwise valid publication, or invalidate a designation as official newspaper.

(a) Suspension of publication for a period of not more than three consecutive months resulting from the destruction of its known office of issue, equipment, or other facility by the elements, unforeseen accident, or acts of God or by reason of a labor dispute.

(b) The consolidation of one newspaper with another published in the same county or in an adjoining county, or a change in its name or ownership, or a temporary change in its known office of issue.

(c) Change of the day of publication, the frequency of publication, or the change of the known office of issue from one place to another within the same county or in an adjoining county. Except as provided in this subdivision, suspension of publication, or a change of known office of issue, or failure to maintain its known office of issue in the county or in an adjoining county, shall deprive a newspaper of its standing as a qualified newspaper until it again becomes qualified pursuant to subdivision 1.

Subd. 4. Declaratory judgment of legality. A person interested in a newspaper's qualification under this section may petition the district court in the county in which the newspaper has its known office of issue for a declaratory judgment to determine whether the newspaper is qualified. Unless filed by the publisher, the petition and summons shall be served on the publisher as in other civil actions. Service in other cases shall be made by publication of the petition and summons once each week for three successive weeks in the newspaper or newspapers the court may order and upon the persons as the court may direct. Publications made in a newspaper after a judgment that it is qualified but before the judgment is vacated or set aside shall be valid. Except as provided in this subdivision, the Uniform Declaratory Judgments Act and the Rules of Civil Procedure shall apply to the action.

Subd. 5. Posting notices on website. If, in the normal course of its business, a qualified newspaper maintains a website, then as a condition of accepting and publishing public notices, the newspaper must agree to post all the notices on its website and on the Minnesota Newspaper Association's statewide public notice website, at no additional cost to the advertiser. The newspaper's website must include a link to its online public notices section, the contents of which must be accessible at no cost to the public. Each notice must remain on the website during the notice's full publication period. Failure to post or maintain a public notice on the newspaper's website or to post a public notice on the statewide public notice website does not affect the validity of the public notice.

History: 1984 c 543 s 21; 1985 c 174 s 1; 1Sp1985 c 13 s 315; 1987 c 30 s 1; 1987 c 286 s 1; 1988 c 682 s 42; 1990 c 395 s 1; 1991 c 205 s 17; 1997 c 137 s 13; 2001 c 38 s 1; 2004 c 182 s 8-11; 2009 c 152 s 5; 2022 c 61 s 5-7



Wrenshall Public Schools

Superintendent- Jeff Pesta
Principal- Michelle Blanchard

January 2, 2025

Robert Ganschow
Wipfli, LLP
4890 Owen Ayres Court, Suite 200
Eau Claire, WI 54701

Greetings Mr. Ganschow:

Thank you for submitting a proposal for Independent Financial Audit for the Fiscal Year 2025. The proposal met all the requirements as advertised in our Request For Proposals. The Wipfli bid has been selected based upon the cited criteria of experience and capability to perform to auditing standards.

ISD 100 will formally award the contract at the annual organizational meeting of the Wrenshall Board of Education on January 6. The contract may be renewed annually for up to two additional years on the same terms and conditions upon mutual agreement of the contracting parties. The decision to renew must be made by January 1 of each subsequent year and must be in the form of an executed renewal. If the contract is not renewed, Wipfli may submit a new proposal during the open Request for Proposals.

Please contact Assistant Business Manager Beth Peterson at bpeterson@isd100.org with any questions or to schedule field work. We look forward to continuing our successful working relationship.

Sincerely,

Jeff Pesta, Interim Superintendent



Cost Proposal

While the process of conducting an audit can be very similar from accounting firm to accounting firm, the Wipfli difference includes the value you receive from our audit process.

Our audit services approach is designed to deliver you with timely, cost-effective, high-quality professional services. It centers around service excellence, communication and our continuing quest to be on the leading edge of industry changes.

Right from the start of the audit engagement, you can expect Wipfli to understand your industry and provide skilled assistance. Our well-planned approach ensures an efficient and effective audit experience.

Fees

Professional Services	2025
Annual Financial Statement Audit, including financial statement preparation and presentation at Board meeting	\$21,505
Technology and administration fee	1,290
Total	\$22,795

Out-of-pocket expenses

Direct expenses such as travel, meals, and lodging will be billed in addition to the above fee.

Assumptions

The quote is based on the following assumptions:

- **This fee assumes there will be no Uniform Guidance audit. If the District should need such an audit, the additional fee will be discussed and agreed upon at that time.**

Practice Areas

Learn more about how we can help in the following areas:

LOCAL GOVERNMENT LAW

SCHOOL LAW

- K-12 Schools.** Ratwik attorneys have decades of experience in all areas of school law. Our attorneys proudly serve as special and general counsel to K-12 schools across Minnesota, North Dakota, and South Dakota. Whether its legal advice or representation, we are prepared to work with you to issue spot and problem solve. From early childhood education to special and general education, we are here to answer your questions and guide you.
- Extracurricular and Non-academic Programs.** Our attorneys have worked on legal issues pertaining to all facets of K-12 schools, including community programming services and extracurricular and non-academic activities. We are well-versed in coaching and student athlete issues, including the applicability of Minnesota State High School League (MSHSL) policies. Whether you are seeking guidance on interactions with booster clubs and permissible fundraising or copyright and trademark compliance, we have it covered.
- Student Rights.** There are a number of legal obligations and considerations that come into play when implementing school rules and disciplining students. Our attorneys are well-versed on the Minnesota Pupil Fair Dismissal Act (PFDA) and the rights and obligations of schools administering these laws. We can assist on the day-to-day student discipline questions as well as assisting schools in expulsion/exclusion hearings or proceedings before the Minnesota Department of Education (MDE) on discipline matters, including ensuring that the procedures required by the Individuals with Disabilities Education Act (IDEA) and Section 504 are followed. We can advise schools as to the current law relative to the rights of students to free speech under the First Amendment, and off-campus misconduct and how these issues affect the discipline process. If your school is responding to transgender issues, a harassment or discrimination complaint under the Minnesota Human Rights Act (MHRA), Title IX, or other complaints, before the Office for Civil Rights (OCR) or Minnesota Department of Human Rights (MDHR), we can help.
- Special Education and Disability Law.** RRM's experienced lawyers work with schools on a variety of day-to-day special education issues, including Individuals with Disabilities Education Act compliance, special education student discipline procedures, preparation for the IEP process, special transportation, and staff training. Our attorneys are well-versed in Section 504 and ADA compliance as well. Our firm has decades of experience representing schools in discrimination claims under the ADA, Section 504, and state law. Our team works collaboratively with school staff to reduce the potential risk of costly due process hearings, state education agency complaints, or litigation. When a conflict does arise, our dedicated attorneys represent schools in special education matters in front of state departments of education, the federal Office for Civil Rights, and in litigation in state and federal courts. RRM has had successful outcomes for school clients in Minnesota, North Dakota, and South Dakota.
- Data Practices Compliance.** Our attorneys provide advice regarding all areas of data privacy, including analyzing and responding to information requests under the Minnesota Government Data Practices Act (MGDPA), the Family Educational Rights and Privacy Act (FERPA) issues, and the Health Insurance Portability and Accountability Act (HIPAA). We can assist in safeguarding educational data and student records, personnel data, and other confidential information of the school, responding to data breaches, challenges to the accuracy and completeness of data, and development of policies. RRM attorneys frequently present on the topic of data privacy and have conducted hundreds of trainings for school staff.
- Legal Representation.** RRM lawyers are proud to represent public and private schools across the region. We have served our clients as legal counsel in litigation, arbitration hearings, veterans preference hearings, and charges of harassment and discrimination filed with the Minnesota Department of Human Rights (MDHR) as well as the U.S. Equal Employment Opportunity Commission (EEOC), and the Office for Civil Rights (OCR), and special education complaints and requests for due process hearings filed with state education agencies such as the Minnesota Department of Education (MDE), the North Dakota Department of Public Instruction (NDDPI), and the South Dakota Department of Education (SDDOE). With a record of hundreds of positive outcomes for our school clients, RRM attorneys bring the experience and skill you can depend on when a lawsuit or other complaint is raised.
- Labor and Employment Law.** Our attorneys are experienced in virtually every aspect of labor and employment law and can handle all of your human resource needs. Our attorneys have decades of experience serving as counsel during labor negotiations and are well-versed in the obligations of the Public Employer Labor Relations Act (PELRA) and National Labor Relations Act (NLRA). We routinely assist clients in drafting employee coaching documents, performance improvement plans (PIP), directives, notices of deficiencies (NOD), suspensions and other disciplinary and non-disciplinary/remediation actions, and represent them in grievances, arbitrations and other administrative hearings. We frequently draft and review contracts/collective bargaining agreements (CBA), settlement agreements, personnel policies, and employee handbooks. We pride ourselves on keeping up to date with the latest legal developments in labor and employment issues, particularly as they relate to school employers. We regularly provide legal analysis on issues concerning the First Amendment and employee and government speech. Our attorneys are well-versed in the legal obligations of government employers from the Americans with Disabilities Act (ADA) to the Family Medical Leave Act (FMLA) to the Fair Labor Standards Act (FLSA), and more. We regularly conduct third-party investigations for our school clients, including allegations of employee misconduct and performance concerns, complaints to the Board of School Administrators (BOSA) and the Professional Educator Licensing and Standards Board (PELSB). Our lawyers have responded to hundreds of employee harassment and discrimination claims, whether they relate to race, nationality, sex, gender identity, religion, disability, or other protected class, on behalf of our clients. We also offer legal guidance as consultant, via training sessions, or as general counsel.
- Contracts.** Our firm has you covered on all of your contractual needs. Whether you are seeking bids, proposals, or quotes under the Municipal Contracting Law, we can help you develop the appropriate bid/specification documents, negotiate with vendors, and draft the necessary contracts that comply with the competitive bid laws.
- Election Administration.** School districts will benefit from sound legal advice and guidance regarding regular school board member elections, vacancy elections or appointments, special elections, levy referendums, bond elections, mail elections, primary elections, and absentee balloting. Our attorneys can advise your school district regarding filling school board vacancies under state law; ensuring compliance with applicable deadlines for notices, publications, and mailings; preparing election resolutions, notices, and forms; avoiding impermissible advocacy in election materials; avoiding and defending litigation based on fair campaign practices statutes; working with voter-advocacy groups on elections; and guiding your entity through many other complex and nuanced election administration issues. RRM attorneys also have experience providing advice and guidance to charter schools on school board member elections and vacancy elections or appointments. Our attorneys can advise your charter school regarding eligibility for school board members and procedures for filling school board vacancies and elections under state law, conflict of interest concerns, and relevant provisions of charter school bylaws or articles.
- School Board Governance and Representation.** School boards are responsible for providing governance to public schools. Our lawyers serve as general and special counsel to school boards of public schools and charter schools and provide legal guidance and advice on a variety of issues, including employee relations, media relations, subcontracting, and governmental relations with state and federal agencies., and services in a myriad of areas. From drafting and reviewing board policies and procedures to analyzing potential conflicts of interest and ethics considerations to ensuring boards are complying with Open Meeting Law (OML) requirements.
- School Closures.** Minnesota school districts must follow a statutory process for school closures and consolidations. Whether explaining the required procedural steps under section 123B.51, assisting with the necessary school board hearings, helping ensure that relevant information is in the school board's record, advising regarding vendor agreements and bid law requirements, or responding to community or media comments, our attorneys guide school boards and school district administrators through every step of the school closure procedure. Our experienced attorneys also represent school districts in court when school closing decisions are appealed.
- Virtual Schools.** As schools seek to offer more varied educational opportunities for their students and families, our attorneys have kept pace with everchanging technology, and the requirements schools must follow to implement distance learning, on-line learning, virtual instruction, e-learning, web-based learning, and other options. Whether your school is seeking to provide learning options on snow-days, and the legal and contractual issues these offerings raise, virtual alternative educational services for students unable to attend school or a more permanent on-line learning program, our attorneys can help.
- Charter Schools.** Our attorneys are well-versed not only with the requirements of charter school law but how to practically apply these requirements in your charter school. We can assist in the formulation and filing of articles of incorporation, development of bylaws, election procedures for board members, conflict of interest issues, student and employee handbooks and policies, drafting and review of employment contracts, student and employee discipline and the application of other laws that apply to charter schools.

SPECIAL EDUCATION LAW

LABOR & EMPLOYMENT

INVESTIGATIONS

LITIGATION

LANDLORD-TENANT LAW

NONPROFIT ORGANIZATIONS

DATA PRACTICES COMPLIANCE

INSURANCE DEFENSE

RATWIK, ROSZAK & MALONEY, P.A.

444 Cedar St., Suite 2100 | St. Paul, MN 55101

Email: info@ratwiklaw.com

Tel: 612.339.0060 | Fax: 612.339.0038

Directions to our office

2020 Region II Board Reimbursements

		Regular Board Members				Board Chairs				Vice Chairs				Clerks		
School Dist Name	DATE Updated	Member Amount	How Often	1 - Annual 12- Monthly 24-Semi Mo	Estimated Annual	Chair Amount	How Often	Added Amount	Estimated Annual	Vice Chair Amount	How Often	Added Amount	Estimated Annual	Clerk Amount	How Often	Added Amount
Aitkin	12/12/2024	\$ 250.00	Per Month	12	\$3,000.00	\$ 25.00	Per Month	\$ 300.00	\$300.00	\$ -	NA	\$ -	\$0.00	\$ -	NA	\$ -
Barnum	12/12/2024	\$ 60.00	Per Meeting	12	\$720.00	\$ 60.00	Per Meeting	\$ 1,080.00	\$1,800.00	\$ -	NA	\$ -	\$0.00	\$ -	NA	\$ -
Carlton	1/18/2022	\$ 1,000.00	Annual	1	\$1,000.00	\$ 1,000.00	Annual	\$ -	\$1,000.00	\$ 1,000.00	Annual	\$ -	\$1,000.00	\$ 1,000.00	Annual	\$ -
Chisholm		\$ 250.00	Per Month	12	\$3,000.00	\$ 25.00	Per Month	\$ 300.00	\$3,300.00	\$ -	NA	\$ -	\$3,000.00	\$ -	NA	\$ -
Cloquet		\$ 225.00	Per Month	12	\$2,700.00	\$ -	NA	\$ -	\$2,700.00	\$ -	NA	\$ -	\$2,700.00	\$ -	NA	\$ -
Cook County	12/16/2024	\$ 3,300.00	Annual	12	\$3,300.00	\$ 700.00	Per Year	\$ 700.00	\$700.00	\$ -	NA	\$ -		\$ -	NA	\$ -
Cromwell-Wright		\$ 50.00	Per Meeting	2 bi-annually	\$1,200.00	\$ 150.00	Annual	\$ 150.00	\$1,350.00	\$ -	NA	\$ -	\$1,200.00	\$ 150.00	Annual	\$ 150.00
Crosby	11/29/2022	\$ 325.00	Per Month	12	\$3,900.00	\$ 50.00	12	\$ 600.00	\$4,500.00	\$ -	NA	\$ -	\$3,900.00	\$ -	NA	\$ -
Deer River		\$ 3,000.00	Annual	1	\$3,000.00	\$ 350.00	Annual	\$ 350.00	\$3,350.00	\$ -	NA	\$ -	\$3,000.00	\$ 200.00	Annual	\$ 200.00
Duluth		\$ 7,560.00	Annual	1	\$7,560.00	\$ 630.00	Annual	\$ 630.00	\$8,190.00	\$ -	NA	\$ -	\$7,560.00	\$ -	NA	\$ -
Ely	12/17/2024	\$ 296.00	Per Month	12	\$3,552.00	\$ 362.00	Per Month	\$ -	\$4,344.00	\$ -	NA	\$ -		\$ 296.00	NA	\$ -
Esko		\$ 60.00	Per Meeting	24	\$1,680.00	\$ -	NA	\$ -	\$1,680.00	\$ -	NA	\$ -	\$1,680.00	\$ -	NA	\$ -
Floodwood	12/13/2024	\$ 2,100.00	Annual	1	\$3,300.00	\$ 150.00	Annual	\$ 150.00	\$3,450.00	\$ -	Annual	\$ -	\$3,300.00	\$ 100.00	Annual	\$ 100.00
Grand Rapids		\$ 2,500.00	Annual	1	\$2,500.00	\$ 425.00	Annual	\$ 425.00	\$2,925.00	\$ -	NA	\$ -	\$2,500.00	\$ -	NA	\$ -
Greenway		\$ 250.00	Per Month	12	\$3,000.00	\$ 300.00	Per Month	\$ 600.00	\$3,600.00	\$ 250.00	Per Month	\$ -	\$3,000.00	\$ 250.00	Per Month	\$ -
Hermantown	12/12/2024	\$ 60.00	Per Meeting	24	\$1,440.00	\$ 10.00	Per Meeting	\$ 240.00	\$1,680.00	\$ -	NA	\$ -	\$1,440.00	\$ 5.00	Per Meeting	\$ 120.00
Hibbing		\$ 400.00	Per Month	12	\$4,800.00	\$ 450.00	Per Month	\$ -	\$540.00	\$ 400.00	Per Month	\$ -	\$4,800.00	\$ 400.00	Per Month	\$ -
Hill City	7/19/2024	\$ 60.00	Per Meeting	24	\$1,440.00	\$ 450.00	Annual	\$ 450.00	\$1,890.00			\$ -		\$ 450.00	Annual	\$ 450.00

2020 Regic								
School Dist Name	Estimated Annual	Treasurer			Estimated Annual	Other Benefits Not calculated in estimated annual amounts	Number of Students	Annual Amount - Per Pupil Unit
		Treasurer Amount	How Often	Added Amount				
Aitkin	\$0.00	\$ 15.00	Per Month	\$ 180.00	\$180.00	District pays \$30 per month toward dental insurance. Negotiators receive \$15 per hour in actual meetings with employees. Out of District Meetings - \$10 per hour up to \$75 a day.	1,177.69	\$2.24
Barnum		\$ -	NA	\$ -		Board members get paid \$60 per meeting for called committee and working meetings, \$60 for 1/2 day of school related commitments, \$90 for all day of school related commitments, \$65 for 1/2 day negotiations, \$100 for full day negotiations	638	\$2.82
Carlton	\$1,000.00	\$ 1,000.00	Annual	\$ -	\$1,000.00	District pays \$40 per extra meeting attended and mileage to and from Board Member's homes.	300	\$0.06
Chisholm	\$3,000.00	\$ -	NA	\$ -	\$3,000.00	Life insurance	728.18	\$4.12
Cloquet	\$2,700.00	\$ -	NA	\$ -	\$2,700.00		2,761.49	\$0.98
Cook County		\$ -	NA	\$ -			463.8	\$5.17
Cromwell-Wright	\$1,350.00	\$ 150.00	Annual	\$ 150.00	\$1,350.00	\$50 per committee meeting, \$175 for out of district workshops plus mileage. Free admission to regular season activities plus one (spouse).	323.59	\$3.71
Crosby	\$3,900.00	\$ -	NA	\$ -	\$3,900.00	Conference daily rate \$100	1090	
Deer River	\$3,200.00	\$ -	NA	\$ -	\$3,000.00	\$45 per committee meeting.	921.64	\$2.60
Duluth	\$7,560.00	\$ -	NA	\$ -	\$7,560.00		8,229.16	\$0.92
Ely	\$3,552.00	\$ -	NA	\$ -		\$30,000 Life Insurance if under age 65	512	\$5.24
Esko	\$1,680.00	\$ -	NA	\$ -	\$1,680.00	Life insurance	1,680.00	\$1.05
Floodwood	\$3,400.00	\$ -	Annual	\$ -	\$3,300.00	Estimated amount is including 12 Working Sessions/Special Meetings per year as well at \$100 per meeting. Also several committee meetings per year at \$40.00 per meeting have not been added to this total.	167	\$19.76
Grand Rapids	\$2,500.00	\$ -	NA	\$ -	\$2,500.00	\$5,000 in life insurance	3,998.92	\$0.63
Greenway	\$3,000.00	\$ 250.00	Per Month	\$ -	\$3,000.00		1,050.51	\$2.86
Hermantown	\$1,560.00	\$ -	NA	\$ -	\$1,440.00	\$60 is also paid for committee meetings - plus mileage. Season home passes for board member and spouse.	2,088.00	\$0.69
Hibbing	\$4,800.00	\$ 400.00	Per Month	\$ -	\$4,800.00		2,237.00	\$1.51
Hill City	\$1,890.00	\$ 450.00	Annual	\$ -	\$1,890.00	Option to pay into PERA	264.67	\$5.44

2024 Meeting Schedule

Wrenshall School Board Meetings are usually held in the Library Media Center and begin at 6:00 p.m. Board Book Minutes from each meeting are published after they are approved at the following board meeting. Board Book Agendas for each meeting are posted on the district website prior to the meeting.

<u>2024</u>	<u>Work Session</u>	<u>Regular Meeting</u>
January	---	18 th
February	7 th	13 th
March	6 th	11 th
April	3 rd	8 th
May	2 nd	6 th
June	5 th	10 th
July	(none)	8 th Holyoke
August	1 st	12 th
September	5 th	9 th
October	2 nd	8 th
November	6 th	12 th
December	4 th	10 th

2025 **Organizational Meeting / Work Session**

January 8th



Wrenshall Public Schools 2024-2025 School Calendar

DRAFT

Adopted: 00-00-0000

Revised: 00-00-0000

Qtr 1: Students 42 Staff 45/46
 Qtr 2: Students 43 Staff 45
 Qtr 3: Students 42 Staff 44
 Qtr 4: Students 43 Staff 44/45
 Total Days: Students 170
 Staff 179

Teacher Inservice: 26 - 29
 OPEN HOUSE: 28th
 7th Grade Orientation: 28th
 No school: 30th
 Teacher Option: 8/29 or 6/3

Holiday: 2nd
 First Day of School: 3rd
 Early Release: 27th
 Teacher Work Day: 27th p.m.

Early Release: 16th
 Teacher Inservice: 16th p.m.
 No School: 17th & 18th

End of 1st Quarter: 1st
 Veteran's Day Program: 11th
 Conferences: 21st & 26th
 No School: 28th, 29th

Holiday Program: 18th
 No School: 23rd thru Jan 3rd

JUL-24						
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			

AUG-24						
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

SEP-24						
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					

OCT-24						
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		

NOV-24						
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

DEC-24						
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				

JAN-25						
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	

FEB-25						
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	

MAR-25						
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					

APR-25						
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			

MAY-25						
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

JUN-25						
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					

Teacher Inservice: 3rd
 Back To School: Mon 6th
 Early Release: 17th
 Teacher Work Day: 17th p.m.
 End of 2nd Quarter: 17th
 No School: 27th
 Teacher Inservice: 27th

Homecoming Week: Feb 10-14
 Homecoming: Feb 14
 Early Release: 14th
 Teacher Inservice: 14th p.m.
 No School: 17th

No School: 13th
 Conferences: 13th 11am-7pm
 End of 3rd Quarter: 21st
 Spring Break: 24th - 28th

Kindergarten Roundup: 4th
 Early Childhood
 Screening: 17th
 No School: 18th

Early Release: 2nd
 Teacher Inservice: 2nd p.m.
 Spring Concert: 15th
 No School: 26th
 Graduation: 30th
 End of Quarter: 30th
 Last Day & Early Release: 30th
 Teacher Work Day: 30th

Teacher Work Day: 2nd, 3rd
 Possible Snow Days
 Holiday: June 19
 Teacher Option: 8/29 or 6/3
 work day choice

No School for Students and Staff
 Teacher Inservice/Work Day: No School for Students
 Built-in staff only snow day if needed

End of Quarter
 Conferences
 Early Release - Students a.m. only
 First/Last Day of School
 No School OR Snow Day Makeup Day



Dates with Meeting Restrictions 2024-2025

January 1, 2024	New Year's Day Holiday	No school, no meetings
January 15, 2024	Martin Luther King, Jr.'s Birthday Observed *	No meetings
February 19, 2024	Presidents' Day *	No meetings
February 27, 2024	Precinct Caucus Day	No meetings or activities after 6:00 p.m.
March 5, 2024	Presidential Nomination Primary	No meetings or activities 6:00 p.m. – 8:00 p.m.
March 12, 2024	Township Election Day (if applicable)	No meetings or activities 6:00 p.m. - 8:00 p.m.
May 27, 2024	Memorial Day	No school, no meetings
June 19, 2024	Juneteenth ^	No school, no meetings
July 4, 2024	Independence Day	No school, no meetings
August 13, 2024	Primary Election Day	No meetings or activities 6:00 p.m. - 8:00 p.m.
September 2, 2024	Labor Day	No school, no meetings
October 14, 2024	Indigenous Peoples Day (Optional Holiday) ^^	No meetings if this is a school district holiday
November 5, 2024	Election Day	No meetings or activities 6:00 p.m. – 8:00 p.m.
November 11, 2024	Veterans Day	No meetings
November 28, 2024	Thanksgiving Day	No school, no meetings
November 29, 2024	Day After Thanksgiving (Optional Holiday)	No meetings if this is a school district holiday
December 25, 2024	Christmas Day	No school, no meetings
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

* [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) [new] | 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.

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.



Adopted: January 2024

ISD 100 Wrenshall Policy 213A

Reviewed: October 8, 2024

213A SCHOOL BOARD COMMITTEES

Negotiations Team 1: Kloepfer (lead), Bergman, and Ankrum (Teacher).

ESP / ASP Negotiations Team: Ankrum (lead), Bergman, and Kloepfer.

Negotiations Team 2: Johnson (lead), Carlson, and Krisak (AFSCME).

MSHSL: Johnson (lead) and Kloepfer.

Safety: Ankrum (lead) and Johnson.

Special Education: Kloepfer.

Community Ed: Bergman.

Comprehensive Achievement and Civic Readiness*: Bergman (lead), and Kloepfer.

Technology: Krisak.

Grant Writing: Johnson (lead) and Carlson.

Legislative Liaison: Bergman.

Budget/Operating Capital: Ankrum (lead), Krisak, and Johnson.

Meet and Confer: Carlson (lead), Kloepfer, and Ankrum.

Re-Licensure: Kloepfer.

Partners in Education (P.I.E.): Bergman.

Policies: Carlson.

CO-OP/Carlton: Carlson (lead), Krisak, and Johnson.

Buildings and Grounds: Ankrum (lead), Kloepfer, Johnson.

Superintendent Search: Bergman.

NLSEC Board: Pesta.

*Staff Development: combined with CACR (World's Best Workforce) effective January 4, 2017.

AIPAC	Erin		
Budget/Operating Capital	Eric*	Erin	Mary
Building + Grounds	Eric*	Ben	Jon
Community Education Advisory	Ashley		
COOP/Carlton	Mary*	Erin	Eric
Curriculum	Mary		
Grant Writing	Ben*	Eric	
Meet and Confer	Erin	Eric	Mary*
MSHSL (MN State High School League)	Mary		
Negotiations Team 1 - Ed MN + Para	Eric*	Ashley	Erin
Negotiations Team 2 - AFSCME + ESP Admin	Ben*	Jon	Mary
Northern Lights/Special Education	Jon		
PIE (Partners in Education)	Ashley		
Policies	Mary		
Safety	Jon	Ben*	
Technology	Jon	Ben*	
Wellness	Erin*	Ashley	
Staff Development/Comprehensive Achievement Civic Readiness Plan	Ashley		