



Melrose Area Public Schools
Organizational Board Meeting
Monday, January 5, 2026 - 6:30 p.m.
Melrose Area High School Media Center

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Agenda Item I: Call Meeting to Order
Commentary by: Eric Seanger

Background: The Chair will call the meeting to order.

Administration Recommendation: Board Action not required.



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Agenda Item II: Pledge of Allegiance
Commentary by: Eric Seanger

Background: The Chair will call the Pledge of Allegiance.

Administration Recommendation: Board Action not required.



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Agenda Item III: Roll Call
Commentary by: Eric Seanger

Background:

The Chair will take roll call. A quorum must be established in order for the meeting to proceed.

Board Members:

Eric Seanger, Chair
Becky Feldewerd, Vice Chair
Josh Thieschafer, Clerk
Joe Rosenberger, Clerk
Allen Wieling, Director
Melissa Poepping, Director
Jason Toenyan, Director

Administration Recommendation: Board Action not required.



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Agenda Item IV: Approve the Agenda
Commentary by: Eric Seanger

Background: Once quorum has been established the Chair will request approval of the meeting agenda.

Administration Recommendation: To approve the meeting agenda.

Motion to approve the meeting agenda made by: _____ Seconded by: _____
Action _____



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Agenda Item V: Proceed with the election of School Board Chair for 2026

Background:

The Acting Chair calls for nominations for the position of school board chair and conducts the voting/balloting for determining the school board chair for 2026.

_____ Nominations for School Board Chair

_____ Vote if needed



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Agenda Item VI: New Chair to proceed with election of Vice-Chair, Clerk and Treasurer for 2026; in that order.

Background:

The newly elected chair can proceed with the meeting from this point and conduct the election for Vice-Chair, Clerk and Treasurer; in that order.

_____ Nominations for Vice Chair

_____ Vote if needed

_____ Nominations for Clerk

_____ Vote if needed

_____ Nominations for Treasurer

_____ Vote if needed



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Agenda Item VII: Set salary for school board members for 2026

Background:

Each year the board sets their salaries for the new year. The 2025 salaries are set as follows: \$350 for Board Chair, \$300 for Vice-Chair, \$275 Clerk, \$275 for Treasurer; with \$65 per regular school board, Special and Committee meeting (five hours or less), \$125 for other meetings beyond 5 hours in length.

Administration Recommendation: Discuss and set new salaries if agreed upon by the School Board
Motion to approve salaries for the school board members for 2026 made by: _____Seconded by:

_____ Action_____



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Agenda Item VIII: Set the time and dates for regular school board meetings for July 2026 through June, 2027, and for the January, 2027 Organizational meeting.

Background:

Each year the board sets the schedule for the regular monthly board meetings for the year. This past year the board normally met on the fourth Monday of each month starting at 6:30 p.m. in the Melrose High School Media Center. This has been convenient in terms of the business department being able to process bills and provide financial information for the previous month's business. Also, it is important to keep in mind that, with very limited exceptions, Minnesota law recognizes that no public business shall be transacted on any holiday. It should also be noted, acceptance of these dates will also allow for a postponed meeting due to weather to occur the following day.

Administration Recommendation: To approve the resolution.

2026-2027 dates in common with those as set in the past are:

July 27, 2026
August 24, 2026
September 28, 2026
October 26, 2026
November 23, 2026
December 14, 2026 (The 4th Week Falls Over Christmas)
January 4, 2027 (Organizational Meeting)
January 25, 2027
February 22, 2027
March 22, 2027
April 26, 2027
May 24, 2027
June 28, 2027

Motion to approve School Board meeting dates made by: _____ Seconded
by: _____ Action _____



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Agenda Item IX: Board Committees

Appoint official school board committee representatives for 2026. (Committees are listed 1-5. The number "1" being with the highest responsibility in combination with frequency of meetings. The number "5" being of lesser responsibility with a lesser frequency of meetings.)

Motion to approve school board committee representatives for 2026 made by: _____
seconded by: _____ seconded. Action: _____



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Committee Assignments	2025 Board Rep(s)	2026 Board Rep(s)
Budget/Finance - 1	Full Board	
Community Ed Advisory - 4	Becky	
Health & Safety - 4	Eric	
DAAC - 4	Becky, Joe	
Discipline Advisory - 4	Ad Hoc	
District Advisory: Curriculum, CACR, Integration & Federal Programs - 3	Melissa, Jason	
Exit Interview - 5	Becky, Joe	
Facilities: Buildings, Grounds, Land Sales & Purchases - 3	Josh, Jason	
Wellness - 4	Jason & Becky	
Insurance Advisory - 5	Ad Hoc	
LMC (Support Staff) - 4	Ad Hoc	
LMC (Teachers) - 4	Ad Hoc	
MSHSL/Title IX - 5	Becky	
Policy Review - 3	Full Board	
PTA - 4	Admin	
School Advocating for Fair Funding (SAFF) 3	Becky, Josh	
Professional Development - 3	Terryl, Robby	
Stearns County Collaborative - 4	Becky	
Technology - 4	Eric	
Transportation - 2	Ad Hoc	
Trip Committee - 5	Terryl, Robby, Chad	
WCED - 2	Joe	



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Negotiating Committees	2025 Board Rep(s)	2026 Board Rep(s)
Achievement & Integration - 5		
Administration (Principals, Activity Director, & Comm. Ed. Director - 2		
Curriculum Coordinator - 5		
Custodial Supervisors - 4	Joe, Jason	
Custodians - 3		
District Office - 4		
Food Service (Staff & Director) - 3		
Notice of Assignment - 3	Joe, Jason	
Paraprofessionals - 1	Becky, Melissa, Allen	
Secretaries - 3		
Superintendent - 2		
Teachers - 1	Eric, Josh, Allen	
Tech Coordinator/Tech Specialist/MARSS - 3	Joe, Jason	



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Agenda Item X: Adopt Financial Organizations as School District Depositories & Investments

The resolution to designate the official depositories for district funds are as follows:

"RESOLVED, that Magnifi Financial and PMA, be designated as the official depositories for 2026 and that funds of this school district deposited in said banks be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, undertaking of other orders for the payment of money when signed on behalf of this school district by three of its officers to wit:

"RESOLVED, the Freeport State Bank will be the depository of a school district Certificate of Deposit:

_____	Chair
_____	Clerk
_____	Treasurer

Motion to approve School District Depositories and Investments for 2026 Resolution made by:

_____ Seconded by: _____ Action: _____



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Agenda Item XI: Designate the official District #740 publication for 2026.

Does the board wish to designate the Star Post as the District #740 official publication for 2026?

Motion to approve Star Post as the official publication for 2026 made by: _____ Seconded
by: _____ Action _____



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Agenda Item XII: Set district travel, accommodations and meal allowance for district employees for 2026.

Workshops or training sessions that need accommodations in reference to hotel stays will only be reimbursed if the workshop or training session exceeds 60 miles one way from the school district. Any exception to this guideline would need prior approval from the Superintendent.

Each year the board adopts a mileage allowance/reimbursement rate. The current mileage allowance for district employees is the Federal Mileage Reimbursement Rate.

The current meal allowance for district employees is:

Breakfast - \$12.00, Lunch - \$17.00, Supper - \$22.00; with allowable reimbursement at the registration set fee for workshops, meetings, etc., when such is the case.

These terms apply to reimbursement for all district employees, school board members, and non-district employees who may be on school business. If because of geographic location these prices are not adequate, prices may be adjusted.

Motion to approve district travel, accommodations and meal allowances for district employees for 2026 made by: _____ Seconded by: _____ Action _____



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Agenda Item XIII: Adopt a resolution naming MSDLAF+ as the official depository for state funds due the district.

For auditing purposes, the following resolution is adopted on an annual basis:

“RESOLVED, that the Minnesota School District Liquid Asset Fund be designated as the official depository for State Funds due to the district in 2026.”

Motion to approve MSDLAF+ as official depository made by: _____ Seconded by: _____

Action: _____



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Agenda Item XIV: Consider the resolution authorizing the Superintendent of Schools to use facsimile signatures for checks and to use the current signatures until new signatures are determined and obtained.

To simplify the bill paying and payroll operations of the district, the board has authorized the use of facsimile signatures on all district checks. This eliminates the need to have each officer sign each check issued. The following resolution will accomplish this:

“RESOLVED, that the school board desires to use facsimile signatures on all district checks to eliminate the need to have board officers sign each check issued. The Superintendent of Schools shall provide for this procedure. The board also directs the current facsimile signatures be used until the new signatures can be obtained, if necessary.”

Motion to approve the use of facsimile signatures made by: _____ Seconded by: _____
Action: _____ Action: _____



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Agenda Item XV: Consider the resolution authorizing the Superintendent of Schools to make short term investments of school district funds and to perform the duties of clerk and treasurer.

It is helpful if the board authorizes the Superintendent of Schools, or his designee, to make short term investments of district funds and to perform the duties of clerk and treasurer. This facilitates the business performance of the district. The following resolution will accomplish this:

“RESOLVED, that the school board desires to have the Superintendent of Schools, or his designee, make investments of school district funds when balances are present. The board also desires that the Superintendent, or his designee, perform the duties of clerk and treasurer.”

Motion to approve Superintendent or designee to make short term investments made by: _____
Seconded by: _____ Action _____



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Agenda Item XVI: Consider the resolution authorizing the agents of the board to lease, purchase and contract for goods and services within the general budget categories.

The board annually authorizes the agents of the board to lease, purchase and contract for goods and services in order to streamline the business function of the district. The following resolution will accomplish this:

“RESOLVED, that the school board desires to have the Superintendent of Schools properly authorized to enter into leases on behalf of the board, and to purchase and contract for goods and services within the general budget categories.”

Motion to approve agents of the board to lease, purchase and contract for goods and services within the general budget categories made by: _____ Seconded by: _____
Action _____



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Agenda Item XVII: Consider resolution allowing payment of claims that cannot be deferred to the next meeting without loss of discount or because the claim is the result of contract terms, purchase order terms or a vendor's standard terms.

MN Statute provides that claims against the district may be paid prior to the next school board meeting providing that the board:

A. has delegated authority to the clerk or superintendent of schools to make prior payment,

And,

B. requires that payment made prior to board approval be acted upon at the next board meeting.

This procedure does not affect the right of the district or a taxpayer to challenge the validity of a claim.

The following resolution will accomplish this:

"RESOLVED, that the school board wishes to take advantage of payment discounts on purchases and recognize the terms of contracts, purchase orders and vendors. The school board authorizes the superintendent of schools and/or the school board clerk to pay claims against the district prior to a regularly scheduled board meeting if the claim addresses the conditions mentioned in this resolution."

Motion to approve to allow payments of claims made by: _____ Seconded by: _____
Action _____



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Agenda Item XVIII: Consider resolution designating the school district's legal counsel for 2026.

The school board should designate the legal counsel for 2026. For the past number of years the district has used Squires & Waldspurger & Mace PA for educational issues. Persons in the district that will be able to contact legal counsel are as follows: Superintendent, Board Chair, Business Manager or any other designated by the Superintendent as needed. The following resolution will accomplish this:

“RESOLVED, that the school board wishes to appoint legal counsel for 2026 and that legal counsel shall be the firm of Squires & Waldspurger & Mace PA for concerns dealing with educational issues.”

Motion to approve to school district legal counsel for 2026 made by: _____ Seconded by:
_____ Action _____



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Agenda Item XIX: Authorize designated district personnel to make electronic fund transfers. The board is asked to authorize the Superintendent of Schools and designees to make electronic transfers of District 740 funds.

Motion to authorize designated district personnel to make electronic fund transfers made by:
_____ Seconded by: _____ Action _____



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Agenda Item XX: Adjournment
Commentary by: Board Chair

Background: Adjourn Meeting

Administration Recommendation: To Adjourn the Meeting

Motion to adjourn the meeting made by: _____ Seconded by: _____
Action: _____