

# MINUTES

## REGULAR MEETING OF THE BOARD OF EDUCATION INDEPENDENT SCHOOL DISTRICT #413 Monday, January 6, 2025 (4:00 PM)

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### 1.0 Call to Order

The Board of Education of Independent School District #413, Marshall Public Schools met for their regular meeting in the Professional Development Room of the District Administration Office on Monday, January 6, 2025. Chairman Coleman called the meeting to order at 4:02pm and the roll call showed the following were present: Matt Coleman, Sara Brink, Mary Swanson, Timothy Van Moer, and Sara Runchey. Also in attendance were Superintendent Williams, Director of Finance Kirchner, Superintendent's Executive Assistant Ruppert, Hailey Wigton, Payton Swanson, and members of the media.

### 2.0 Pledge of Allegiance

Chairman Coleman led the Pledge of Allegiance to the American flag.

### 3.0 Reading of MPS Mission Statement

Vice Chairman Runchey read the Mission Statement of Marshall Public Schools.

#### 3.1 Reading of MPS Mission Statement

The mission of the Marshall Public School District is to educate, support and prepare all learners for success.

### 4.0 Approval of Agenda

#### 4.1 Approval of Meeting Agenda for Monday, January 6, 2025.

Member (Sara Brink) Moved, Member (Sara Runchey) Seconded to approve the **ORIGINAL** motion 'that the board approves the agenda for Monday, January 6, 2025'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**

### 5.0 Tiger Spotlight

#### 5.1 Welcome Mary Swanson and Timothy Van Moer | Oath of Office for Elected Board Member

### 6.0 Public Forum

**6.1 Public Forum allows for comments on agenda or non-agenda items from the public. Board policy allows for setting of a 3-minute time limit per speaker. Generally speaking, the board will dedicate up to 60 minutes to Public Forum before moving on to conduct the business of the school board. Addressing the board is limited to ONE (1) spokesperson per topic.**

### 7.0 Board Action

#### 7.1 Nominations / Election for the Office of 2025 Board Chair

Matt Coleman currently holds the office of Chair. Nominations will be taken by the Board for this position and an appointment made.

Member Sara Runchey nominated Matt Coleman to serve as School Board Chair. There were no other nominations. Chair Matt Coleman declared himself elected by acclamation to the office of Board Chair.

#### 7.2 Nominations / Election for the Office of 2025 Board Vice-Chair

The office of the Vice-Chair is currently held by Sara Runchey. Nominations will be taken by the Board for this position and an appointment made.



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Member Sara Brink nominated Sara Runchey to serve as School Board Vice-Chair. There were no other nominations. Chair Matt Coleman declared Sara Runchey elected by acclamation to the office of Board Chair.

### 7.3 Nominations / Election for the Office of 2025 School Board Clerk

Jeff Chapman currently holds the office of School Board Clerk. Nominations will be taken by the Board for this position and an appointment made.

Member Matt Coleman nominated Jeff Chapman to serve as School Board Clerk. There were no other nominations. Chair Matt Coleman declared Jeff Chapman elected by acclamation to the office of Board Chair.

### 7.4 Nominations / Election for the Office of 2025 School Board Treasurer

Sara Brink currently holds the office of Treasurer. Nominations will be taken by the Board for this position and an appointment made.

Member Sara Runchey nominated Sara Brink to serve as School Board Treasurer. There were no other nominations. Chair Matt Coleman declared Sara Brink elected by acclamation to the office of Board Chair.

### 7.5 Approval to Set Board of Director's Compensation

The Board of Directors compensation for the 2024 calendar year was \$3,000 annually for Directors; \$3,300 annually for the Chairperson; and, all board members are paid a per diem rate of \$100 for a half day and \$200 for a full day. At this time, you may choose to change the rate for the coming year.

Member **(Sara Runchey)** Moved, Member **(Sara Brink)** Seconded to approve the **ORIGINAL** motion 'that the Board of Education compensation for 2025 be set at the following rates: \$3,000 annually for Directors; \$3,300 annually for the Chairperson; and all board members are paid a per diem rate of \$100 for a half day and \$200 for a full day'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**

### 7.6 Approval of 2025-2026 School Board Meeting Dates

Member **(Matt Coleman)** Moved, Member **(Sara Brink)** Seconded to approve the **ORIGINAL** motion 'that the board approves 2025-2026 School Board Meeting Dates as presented'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**

### 7.7 Approval of 2025-2026 Budget Parameters

Member **(Sara Runchey)** Moved, Member **(Sara Brink)** Seconded to approve the **ORIGINAL** motion 'that the board approves the 2025-2026 budget parameters as presented'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**

### 7.8 Approval of 2025 Board Committees

Attached you will see the 2024 board committee structure. At this meeting, we will open up discussion allowing for the board members to express an interest in committees they may have an interest in serving. Board members may also make recommendations of other board members who they feel may be good at serving on a particular committee.

Member **(Matt Coleman)** Moved, Member **(Sara Runchey)** Seconded to approve the **ORIGINAL** motion 'that the board approves the board committee structures as discussed'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**





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### 8.0 Consent Agenda

#### 8.1 Approval of Consent Agenda

Member (**Sara Brink**) Moved, Member (**Mary Swanson**) Seconded to approve the **ORIGINAL** motion 'that the board approves the consent agenda as presented'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**

#### 8.2 Approval of Wire Transfer Authorization

Within our organizational structure, wire transfers are most typically made only by Leanna Ginocchio, Finance Specialist. Sarah Kirchner, Director of Finance; Jeremy Williams, Superintendent; and Lindsay Schmuhl, Payroll Specialist; Board Treasurer; are authorized as back-up staff in case of the absence of the Finance Specialist.

Member (**Sara Brink**) Moved, Member (**Mary Swanson**) Seconded to approve the **ORIGINAL** motion 'that the Board of Education authorize the Finance Specialist, Director of Finance, Superintendent, Payroll Specialist, and Board Treasurer to make transfers when necessary'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**

#### 8.3 Approval of Official Depository

Member (**Sara Brink**) Moved, Member (**Mary Swanson**) Seconded to approve the **ORIGINAL** motion 'that the Board of Education approves Bremer Bank, NA (multiple charters), Bremer Trust, US Bank, MN Trust, Dubuque Bank and Trust, TD Ameritrade, Zions Bancorporation, and the MSDLAF the official depositories for Marshall Public Schools'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**

#### 8.4 Approval to Obtain Legal Counsel

When necessary, the Superintendent is typically responsible for contacting and/or obtaining legal counsel; however, there may be times other school district staff may be to contact or obtain legal counsel for official school business matters. This action would allow for the Superintendent, and/or designee, to contact and/or obtain legal counsel if necessary.

Member (**Sara Brink**) Moved, Member (**Mary Swanson**) Seconded to approve the **ORIGINAL** motion 'that the Board of Education authorizes the Superintendent of Schools, and/or designee, to contact and/or obtain legal counsel for matters of official school business'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**

#### 8.5 Authorization of Superintendent/Designee to Hire Staff

At times, there is a vacancy/position when the Board may not be meeting for several days/weeks. In these situations, it may be necessary to advertise and hire an individual to fill a position. However, final approval is always contingent upon a successful background check and on School Board approval.

Member (**Sara Brink**) Moved, Member (**Mary Swanson**) Seconded to approve the **ORIGINAL** motion 'that the board authorizes the Superintendent and/or their designee to hire staff pending a successful background check and School Board approval'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**

#### 8.6 Approval of Official Newspaper

Member (**Sara Brink**) Moved, Member (**Mary Swanson**) Seconded to approve the **ORIGINAL** motion 'that the Marshall Independent is designated as the official newspaper for 2025'. Upon a roll call vote being taken, the vote was: Aye: 5 Nay: 0. The motion **Carried. 5 - 0**



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#### 8.7 Approval of School Board Handbook

Member **(Sara Brink)** Moved, Member **(Mary Swanson)** Seconded to approve the **ORIGINAL** motion 'that the board approves the School Board Handbook as presented'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

#### 8.8 Third and Final Approval of Policies 610, 0413-03, 0413-04, and 0413-06

Member **(Sara Brink)** Moved, Member **(Mary Swanson)** Seconded to approve the **ORIGINAL** motion 'that the board approves of Policies 610, 0413-03, 0413-04, and 0413-06 as presented'. Upon a roll call vote being taken, the vote was: Aye: **5** Nay: **0**. The motion **Carried. 5 - 0**

#### 9.0 Removal from Consent Agenda

#### 10.0 Board Forum

##### 10.1 Board Reports & Updates

#### 11.0 Discussion Items

##### 11.1 First Review of Policies 0413-01, 0413-05, and 0413-08

##### 11.2 First Review of Policies 503, 507.5, 519, 606, 606.5, 613, 614, 615, 701, and 721

#### 12.0 Adjournment

Having no additional business to conduct, the chairman adjourned the meeting at 4:26pm.

X

Jeff Chapman

Clerk

