

A G E N D A

**School Board Organizational Meeting
Independent School District No. 547
Parkers Prairie, Minnesota
High School Media Center
6:00 P.M. – January 12, 2026**

BOARD MEMBERS

___ Brad Ost	___ Byron Herdman
___ Steve Inwards	___ Dustin Schilling
___ Christy Hart	___ Sandra Buchholz
___ Judy Moeller	___ Megan Myers, Supt. – <i>Ex-Officio</i>

- I. Call to Order
- II. Pledge of Allegiance
- III. Approval of Agenda
- IV. Organizational Business
 - A. Election of Officers
 - a. Chair
 - b. Vice chair
 - c. Clerk
 - d. Treasurer
 - B. Set Board Meeting Dates, Times & Location of Regular Meetings - [Suggested](#)
 - C. Set [compensation](#) for School Board Members
 - D. Set Board Committees, Representatives
 - a. [Committees & Appointments](#)
 - b. Designate Board representatives:
 - E. Designation of District Depositories
 - a. BE IT RESOLVED: That the official depository of the Parkers Prairie Public School District be all FDIC insured banks and savings associations in Minnesota for the period of January 1, 2026, through December 31, 2026.
 - F. Designation of Official Newspaper
 - a. BE IT RESOLVED: That the official newspaper of the Parkers Prairie Public School District be the Parkers Prairie Independent for the period of January 1, 2026, through December 31, 2026.
 - G. Naming of Legal Counsel and authorized contacts
 - a. It is recommended that the law firm of Ratwik, Roszak & Maloney, P.A., be named as the District's official legal counsel. Also, it is recommended that the board chair, superintendent, or their designees be authorized to contact legal counsel.
 - H. Resolution for Facsimile Signatures – Board Chairperson, Treasurer and Clerk need to be listed as a signer at Midwest Bank

Resolution for Facsimile Signatures

BE IT RESOLVED: That Midwest Bank of Parkers Prairie as a designated depository of this School District be and it is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this School District's name, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer(s) thereof, when bearing or

proposing to bear the facsimile signature(s) of any three of the following: chairperson, clerk, and treasurer.

- I. Update Midwest Bank account signers
 - a. Additions - Megan Hermanson
 - b. Removals - Brittany Rowe
 - c. [Authorized Signers](#) for account updates
- J. Authorization to Make Investments & Electronic Fund Transfers – Superintendent, Business Manager, District Office Payroll/HR.

V. Old Business

VI. Adjournment

VII. **There will be a photo taken of the Board for the School website and newspaper**

III. Organizational Business

Under the 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 successors are selected and qualify” (M.S. 123B.14 Subd 1).

If the most recently selected chair is still on the board, the board member should call the meeting to order and run the meeting until his or her successor is selected. If the most recent chair is no longer on the board or is not present, the most recently selected vice chair, clerk, or treasurer, in that order, should be asked to call the meeting to order and to run the meeting until a chair is selected. Because superintendents are considered ex officio members of the board (M.S. 123B.143), at no time should the superintendent act as chair.

A. Election of Officers

State law requires school boards to elect a chair, a clerk, and a treasurer. The board may decide to have additional officers, such as a vice chair (M.S. 123B.14). The officers shall hold office for one year and until their successors are elected. Persons who perform the duties of the clerk and treasurer need not be members of the board. 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” (M.S. 123B.14, Subd. 1).

State statutes are 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 (M.S. 13D.01, Subd. 4).

It is the recommendation of the superintendent that the following procedures be followed.

- The acting chair asks for nominations.
- Any member of the board 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 any board member wishing to make a nomination has ample opportunity to do so.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
- If only one board member is nominated, the chair should declare that candidate elected. If two or more members are nominated for an office, a show of hands or voice vote should take place.
- The person receiving a majority of the votes cast is elected and assumes the office immediately.

B. Setting of Board Meeting Dates, Times & Location of Regular Meetings

Minnesota law requires specific notice requirements that must be satisfied for the board to meet. A schedule for regular board meetings may be set at this time.

C. Setting of Salaries for School Board Members

Many boards set board member compensation for the year at the organizational meeting. State law allows board officers and other members to be compensated at amounts set by the Board at a public meeting.

Board compensation for 2025 was set at the annual rates found below:

Directors	\$1,600
Officers	\$1,845
Negotiators	\$260 / bargaining unit

D. Board Committee Assignments

The board may determine committee assignments at any point during the year and it has been the past practice of District 547 to complete the committee assignments at the Organizational Meeting. Current assignments are listed below.

2025 Committee Assignments			
Committee	Member #1	Member #2	Member #3
Community Education	Moeller		Hart
Facilities	Schilling		Ost
Finance	Hart	Inwards	Schilling
Negotiations	Inwards	Hart	Schilling
Policy			Ost
Teaching & Learning		Moeller	
2025 Board Representative			
Board	Member		
CMETS	Hart	N/A	
LCSC	Moeller		
MSBA Legislative Liason	Inwards		
MSHSL Liaison	Ost		
Otter Tail County Collaborative	Moeller		
RAED	Moeller		
SEAC	Moeller		
Wellness	Moeller		

E. Outside Board Representatives

Several entities outside of the District, but that work closely with the District, have Board Representatives.

2025 Board Representative		
Board	Member	
CMETS	Hart	N/A
LCSC	Moeller	
MSBA Legislative Liason	Inwards	
MSHSL Liaison	Ost	
Otter Tail County Collaborative	Moeller	
RAED	Moeller	
SEAC	Moeller	
Wellness	Moeller	

F. Designation of District Depositories

State statute (M.S. 118A.02, Subd1) requires that the Board of Education designate a bank, banks, or savings association that will be used as depositories for District funds. It is recommended that the following resolution be adopted:

Be It Resolved, that the official depository of the Parkers Prairie Public School District be all FDIC insured banks and savings associations in Minnesota for the period of January 1, 2026, through December 31, 2026.

G. Selection of Official Newspaper

School districts are required by law to publish their meeting proceedings and many notices in their official newspaper.

It is recommended that the *Parkers Prairie Independent, LLC*, be selected as the District 547 official newspaper for calendar year 2026.

H. Naming of Legal Counsel

The Minnesota School Boards Association recommends that school boards select the district's legal counsel and the individuals authorized to contact legal counsel.

It is recommended that the law firm of Ratwik, Roszak & Maloney, P.A., be named as the District's official legal counsel. Also, it is recommended that the board chair, superintendent, or their designees be authorized to contact legal counsel.

I. Resolution for Facsimile Signatures

The Midwest Bank of Parkers Prairie requires that the Board approve a resolution authorizing them to honor checks and orders for payment that have facsimile signatures for the chair, clerk and treasurer.

It is recommended that the resolution found below be approved.

Resolution for Facsimile Signatures

BE IT RESOLVED: That Midwest Bank of Parkers Prairie as a designated depository of this School District be and it is hereby requested, authorized and directed to honor checks, drafts or other orders for the payment of money drawn in this School District's name, including those drawn to the individual order of any person or persons whose name or names appear thereon as signer(s) thereof, when bearing or proposing to bear the facsimile signature(s) of any three of the following: chairperson, clerk, and treasurer.

J. Authorization to Make Investments & Electronic Fund Transfers

In the past, the Board has authorized the superintendent and business office staff to make investments and electronic fund transfers.

It is recommended for calendar year 2026 that Superintendent Megan Myers, Business Manager Tammy Larson, and District Office Payroll/HR, Megan Hermanson, be authorized to make investments and electronic fund transfers for District 547, to sign for and approve deposits and withdrawals from designated school district depositories as needed, to make the investments and to pay normal monthly expenditures.