



**HOLDINGFORD PUBLIC SCHOOLS – ISD #738**  
**PO Box 250, 900 5<sup>th</sup> St, Holdingford MN 56340**

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Chris Swenson, Ed. D.  
Superintendent  
320-746-2196

Tom Cooper  
Secondary Principal  
320-746-4309

Jim Stang  
Elementary Principal  
320-746-4461

Garrity Gerber  
Business Manager  
320-746-4306

**ORGANIZATIONAL SCHOOL BOARD MEETING**  
**WEDNESDAY, JANUARY 8, 2025**  
**HIGH SCHOOL MEETING ROOM**  
**6:00 PM**

- 1. CALL TO ORDER, PLEDGE OF ALLEGIANCE AND ROLL CALL**
- 2. APPROVAL OF AGENDA**
- 3. ORGANIZATION OF THE BOARD**
  - 3.1. Election of Officers for 2025.
    - 3.1.1. Chairperson
    - 3.1.2. Vice Chairperson
    - 3.1.3. Clerk
    - 3.1.4. Treasurer
  - 3.2. Review of 2025 Board Calendar.
  - 3.3. Establish Salaries for the Board.
  - 3.4. Establish Mileage Reimbursement at Federal (IRS) Rate.
  - 3.5. Establish Meal Reimbursement Rate to follow the State of MN's Commissioner's Plan.
  - 3.6. Designation of Official Newspaper.
  - 3.7. Designation of Official Depository.
  - 3.8. Authorization to use Facsimile Signatures.
  - 3.9. Authorize District Adm. Assistant to Perform certain Duties of the Clerk.
  - 3.10. Authorize Superintendent of Schools to sign contracts & service agreements in amounts less than \$20,000.
  - 3.11. Authorize Business Manager as Treasurer's Designee.
  - 3.12. Authorizing Board to provide meals, coffee, & light refreshments to visitors.
  - 3.13. Endorse Legal Advisors for the District.
  - 3.14. Participation in Title Programs.
  - 3.15. Establish Board Committee Assignments.

#### 4. **CONSENT AGENDA.**

- 4.1. Approval of the Minutes.
- 4.2. Approval of the Bills.
- 4.3. Approval of the Electronic Transfers for Dec. 2024.
- 4.4. Acknowledgment of the Treasurer's Report, balance per books as of 12/31/2024 was \$5,654,863.50.
- 4.5. Accept Donation from: \$250 from Cherry Berry to HS PBIS; \$1271.48 to the Elementary Social Worker for Holiday gifts from various donors including the Rudolph, Walley and Wentland Families; \$2,500 From Aggressive Masonry to the Greenhouse in the form of an in-kind donation; \$5,000 from the FFA Alumni to the Greenhouse for equipment; \$3,000 to Post Prom from the Bowlus Fireman's relief foundation; and \$1,400 from Affinity Plus to pay for Special Education bowling trips.

#### 5. **CITIZEN PARTICIPATION**

The School Board welcomes input from community members and staff. A “Citizen Participation” time is available at the beginning of the meeting. Please adhere to the following guidelines:

- Input should be short (5 minutes or less)
- Comments should be pertinent and respectful
- Try to avoid repeating, new input is best
- The board will not allow personnel to be discussed during the meeting due to data privacy rules. If you have concerns, they should be directed to the Superintendent's office.

When the Business section of the meeting begins, citizen input should cease. Occasionally, if a topic is controversial, the School Board Chair may choose to allow more citizen input during that particular agenda item. The School Board Chair may also request input from the citizens if more expertise or clarification is needed on a topic.

#### 6. **REPORTS**

- 6.1. Superintendent's Report.
- 6.2. Student Board Representative Report.
- 6.3. Principals' Reports.
- 6.4. BSED Report.
- 6.5. Business Manager Report

#### 7. **BUSINESS**

- 7.1. Approve District Certified Staff Seniority List for 2024-2025.
- 7.2. Approve the submission of the 2025 Pay Equity Report.
  - It is done every three years by all school districts. It is done to ensure that female workers that do the same job as male workers are being paid the same amounts.
  - Though the report needs to be reviewed by the state, all indications are the District is in compliance.
  - The report must be posted for 90 days. It will be posted on the bulletin board outside the Supt office. The unions must be notified that the report was done,

where it is posted and that they can request a copy of the report.

7.3. Adopt the Resolution for Adoption of the Strategic Plan as presented..

7.4. Cancel the Board Work Session scheduled for February 5, 2025.

**8. PERSONNEL**

8.1. Approve Medical Leave request for Jill Grebinoski from Feb. 5th through approximately March 19th, 2025.

8.2. Approve Retirement Resignation from Nancy Ethen effective 5/30/2025, at the end of the 2024-25 school year.

8.3. Approve request for a Five Year Leave of Absence from Dominic Ryan starting with the 2025-2026 school year.

8.4. Approve lane change for Hunter Ahrens from BS20 to BS30 to be effective at the start of quarter 3 of the 2024-25 school year.

**9. ANNOUNCEMENTS & FUTURE MEETING DATES**

9.1. Meet & Confer Meeting February 19, 2025 @ 3:15 PM in the HS Board Room

9.2. School Board Meeting February 19, 2025 @ 6:00 PM in the HS Meeting Room.

**10. GOAL ALIGNMENT DISCUSSION - Time Permitting.**

**11. ADJOURN**