

**KELLIHER PUBLIC SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT #36
MEETING AGENDA
Monday, January 5, 2026**

A. Organizational Items

1. Call to Order – Mary Thayer

Time: _____

2. Roll Call of Members

Waldo 448	Present	Absent
Jensen 198	Present	Absent
Jorgensen 103	Present	Absent
Koisti 105	Present	Absent
Neft 1077	Present	Absent
Thayer 418	Present	Absent

3. Pledge of Allegiance

4. Approval of the Agenda

Motion made by _____, ***seconded by*** _____ ☐ ***carried*** / ☐ ***denied***

B. Organizational Business

1. Elect Officers ([Sample Script](#))

- a. Chairperson _____ (Thayer)
- b. Clerk _____ (Jorgensen)
- c. Treasurer _____ (Jensen)
- d. Vice Chairperson _____ (Waldo)

Motion made by _____, ***seconded by*** _____ ☐ ***carried*** / ☐ ***denied***

2. Set date, time and location of future board meetings for the **3rd Monday of each month at 6:00 p.m. in the School Media Center**, unless otherwise noted on the [2026 Monthly Board Meeting Dates Notice](#)

Motion made by _____, ***seconded by*** _____ ☐ ***carried*** / ☐ ***denied***

3. Set board member salaries

- a. Board meetings _____. Previously \$75.00
- b. Workshops conducting business ½ day _____. Previously \$100.00
- c. Workshops Conducting business full day _____. Previously \$200.00
- d. Set annual salaries for officers
 - 1. Chairperson _____ Previously \$600.00
 - 2. Clerk _____ Previously \$500.00
 - 3. Treasurer _____ Previously \$500.00
 - 4. Vice Chairperson _____ Previously \$300.00
 - 5. Board members serving on Committees _____ Previously \$75.00/meeting.

Motion made by _____, seconded by _____ ☐ **carried** / ☐ **denied**

4. Select and Approve Committee Appointments

- a. Athletic Advisory/Sports Coop _____ (Waldo, Jorgensen)
- b. Meet and Confer Committee _____ (Thayer, Koisti, Neft)
- c. BRIC Representative _____ (Jensen)
- d. ED MN Negotiations _____ (Waldo, Thayer, Neft)
- e. KSS Negotiations _____ (Jorgensen, Jensen, Koisti)
- f. Legislative Liaison _____ (Jorgensen)
- g. Staff Development _____ (Thayer)
- h. MN State High School League _____ (Waldo)
- i. Student Hearings Committee _____ (Jorgensen, Neft)
- j. Technology Committee _____ (Jorgensen, Koisti & Neft)
- k. Old School Committee _____ (Jorgensen, Kiosti, Thayer)
- l. Early Childhood and Childcare Center Committee _____
(Jorgensen, Jensen)
- m. Health Insurance Committee _____ (Waldo)
- n. Curriculum Committee _____ (Jorgensen, Jensen, Thayer)
- o. Career and Tech Education Representative _____ (Waldo)
- p. Finance Committee _____ (Thayer, Jensen, Koisti)
- q. Tribal Consultation Committee _____ (Jorgensen, Waldo)
- r. School forest Committee _____ (Jensen)
- s. Wellness Committee _____ (Thayer, Waldo)

Motion made by _____, seconded by _____ ☐ **carried** / ☐ **denied**

C. Citizen's forum:

The Board values community participation and has established this forum to ensure all voices are heard on school district matters. The Board Chair may limit time for each speaker to ensure timely completion of the meeting agenda. Comments must not reference identifiable information about students or employees or include personal attacks.

The Board will listen but may not respond or take action on items raised at this meeting. The Board Chair has full discretion over this forum and may rule out of order any comments that violate data privacy laws or board policy.

While board meetings remain open to the public, we ask that comments be reserved for this designated forum period. This protocol balances community engagement with the Board's need to efficiently conduct district business.

D. Reports & Presentations

- 1. Presentations (none)
- 2. Administrative Reports
 - a. [Superintendent](#) (Jeff Nelson)
 - b. [Business Manager](#) (Aliza Lundin)

c. [Principal](#) (Sherri Dahl)

3. Committees Reports

a. Wellness Committee - December 17th

4. Director's Forum

E. Regular Business

1. Approval of the [Meeting Minutes from December 15, 2025](#)

Motion made by _____, seconded by _____ ☐ *carried* / ☐ *denied*

2. Approval of December Treasurer's Report, District Board Bills and Payroll.

Motion made by _____, seconded by _____ ☐ *carried* / ☐ *denied*

F. Consent Agenda

1. Approve [Resolution Accepting Donations](#).
2. Select the Minnesota School District Liquid Asset Fund and First State Bank of Bigfork, Kelliher as official depositories of the Kelliher School District.
3. Designate Bear Country Chronicles as the official school district publication.
4. Appoint the firm of Knutson, Flynn and Deans as the official school district attorney
5. Designate board officers as signatories for school district accounts.
6. Designate the Business Manager, and Superintendent to conduct financial transactions at the official depositories on behalf of the Kelliher School District.
7. Designate the Superintendent as authorized L.E.A. representative for Title I, II, IV, VI, VII, Impact Aid and all other federal and state programs and grants
8. Authorize the Business Manager and Superintendent to initiate electronic transfers between official depository accounts, electronic payroll deposits and other electronic payments as required.
9. Set the district mileage reimbursement rate at the 2026 IRS standard rate \$0.73/mile. When a school vehicle is available but staff choose to use their personal vehicle, the rate will be \$0.63/mile. Prior administrative approval is required for personal vehicle use.

Motion made by _____, seconded by _____ ☐ *carried* / ☐ *denied*

G. Action Items

1.

Motion made by _____, seconded by _____ ☐ *carried* / ☐ *denied*

Next School Board Public Meeting: **Monday, February 23rd, 2026 at 6:00 p.m.** in the Media Center.

SAMPLE SCRIPT FOR BOARD OFFICER ELECTIONS

ISD 36 Kelliher Public Schools Organizational Meeting

KEY RULES TO FOLLOW:

- Minnesota law requires **open voting** (all votes recorded, no secret ballots)
 - **Majority vote required** (majority of those voting, not just plurality)
 - If tie vote, motion fails for lack of majority
 - Officers serve **one-year terms** until successors are selected
-

1. CALL TO ORDER

Acting Chair: "I call this organizational meeting to order. We will now proceed with the election of board officers for the coming year."

2. ELECTION OF CHAIR

Acting Chair: "Nominations are now in order for the office of Chair."

[Wait for nominations]

Board Member: "I nominate [Name]."

Acting Chair: "[Name] is nominated. Are there any other nominations for the office of Chair?"

[Pause for additional nominations]

Acting Chair: "Are there any further nominations for the office of Chair?"

[Pause again]

Acting Chair: "If there are no further nominations... [pause] ...nominations for the office of Chair are closed."

IF ONE NOMINATION: Acting Chair: "Hearing only one nomination, [Name] is elected by acclamation as Chair."

IF MULTIPLE NOMINATIONS: Acting Chair: "We have [number] nominations. We will vote by roll call. Clerk, please call the roll." **[Clerk calls roll, each member votes]** **Acting Chair:** "The vote is [tally]. [Name] is elected Chair."

[If tie vote]: "The vote is tied. The motion fails. We need to reopen nominations or take another vote."

3. NEW CHAIR TAKES OVER

Acting Chair: "Congratulations to [Name]. I now turn the meeting over to our newly elected Chair."

New Chair: "Thank you. I accept the position of Chair."

4. ELECTION OF VICE CHAIR (Optional)

Chair: "Nominations are now in order for the office of Vice Chair."

[Follow same procedure as above]

5. ELECTION OF CLERK

Chair: "Nominations are now in order for the office of Clerk."

[Follow same procedure as above]

Note: The person who performs clerk duties does not need to be a board member. The board may delegate these duties to administrative staff.

6. ELECTION OF TREASURER

Chair: "Nominations are now in order for the office of Treasurer."

[Follow same procedure as above]

Note: The person who performs treasurer duties does not need to be a board member. The board may combine clerk and treasurer duties in one person in the Office of Business Affairs.

Kelliher Public School

Board Report

Jeff Nelson, Superintendent
January 5, 2026

1. [Enrollment Update](#) - No change since December 15 report.
2. **Policy Manual Update** - The district policy manual has been scanned and sent to Terry Morrow at MSBA to conduct a comprehensive Policy Audit. This service will analyze all of our existing policies and create an informative Audit Report with suggested revisions and updates. As I reported back in October, the cost for this audit is \$1,400. It will take approximately one month to complete the audit.
3. **Organizational Business**
 - [Election of Officers](#) - I have included a [Sample Script](#) for maneuvering through the election of officers. Mary Thayer, as current Chairperson will open and run the meeting until a chairperson is selected then that person will take over and run the remainder of the meeting.
 - [2026 Monthly Board Meeting Dates Notice](#) - I have set the dates for the 3rd Monday of each month starting at 6:00 p.m.. The exceptions are highlighted. Please take a look at your calendar for 2026, as we will need to go through the dates to make any additional changes.
 - [Board Salaries](#) - salaries listed are based on the minutes from last year's Organizational meeting. I am not familiar with the history of the board salary rates or when they were last increased. The board can elect to keep the current rates, increase each by a lump sum or do a cost of living increase. A basic cost of living of 3% would put the rates as follows:
 1. Chairperson - \$618
 2. Clerk - \$515
 3. Treasurer - \$515
 4. Vice Chairperson - \$309
 5. Board members serving on Committees \$77.25/meeting.
 - [Committee Assignments](#) - Current assignments listed in parenthesis on the agenda.
4. **Consent Agenda Items**
 - [Items 2 through 9](#) - at the organizational meeting, the board completes several annual appointments and designations including official depositories, publication, legal counsel, account signatories, and authorized personnel for financial transactions and grant programs. The IRS has published the 2026 mileage reimbursement rate at \$0.725/mile. We are recommending rounding it to \$0.73/mile and when a school vehicle is available but staff choose to use their personal vehicle, the rate will be the IRS rate minus \$0.10 (\$0.63/mile)

Superintendent's Schedule:

- I'll be out January 29 for a family medical appointment, then on vacation January 30–February 7 caring for my grandsons in Florida. I'll be available via Zoom, email, and phone.

PUBLIC MEETING NOTICE

KELLIHER PUBLIC SCHOOL

Independent School District #36

2026 MONTHLY SCHOOL BOARD MEETINGS

REGULAR MEETING SCHEDULE:

- **When:** Third Monday of each month
- **Time:** 6:00 P.M.
- **Location:** Kelliher School Media Center

✪ *Denotes a meeting date change from Third Monday*

MEETING DATES FOR 2026

January 5th ✪ *Organizational Meeting*

February 23rd ✪ *Date change due to Presidents Day Holiday*

March 16th

April 20th

May 18th

June 15th

July 20th

August 17th

September 21st

October 19th

November 16th

December 14th ✪ *Date change due to Christmas Break*

All meetings are open to the public.

Meeting dates and times are subject to change. Please check the district website or contact the school office for any updates or cancellations.

Contact Information: Kelliher Public School [218-647-8286] [jnelson@kelliher.k12.mn.us] [Website: <https://www.kelliherschools.org/>]

Posted in accordance with Minnesota Open Meeting Law

1/5/2026

For Month Ended December 31, 2025

Business Manager's Report

1. Treasurer's Report for Approval

Supporting Documentation:

- Bank Reconciliation Worksheet
- Outstanding Checks
- FSB Bank Statement
- MSDLAF+ Bank Statement
- BMO Credit Card Statement
- Expenditure Summary – By Fund & Program
- Student Activity Guideline

2. Board Bills & Donations for Approval

- i. Bond Interest and Principal Payment in January
- ii. Athletic officials and utility checks will be cut weekly on Fridays

3. Board Minutes for Approval

4. Current and Upcoming Tasks

a. Year-End Tax Reporting

- i. W-2, 1099, ACA Reporting
 - (a) W-2s will be delivered to all employees
 - (b) 1099 documents will be mailed to all vendors exceeding threshold for 2025
 - (c) Affordable Care Act insurance reporting will be submitted, 1098 forms generated for employees

b. Winter Kelliher Community Festival

- i. Beltrami County asking to put on a community event at Kelliher School
 - (a) Needing approval, dates, and areas of focus

c. Revised Budget

- i. Revised budget for the current school year in process - Working Budget "WB26"
 - (a) Will include contract settlements, staffing and project planning cost changes, revised revenue projection and then will load into the Ehlers Forecasting Model

d. Paid Leave Update

- i. First January payroll will include Paid Leave .44% insurance premium deduction for employees (1/14/2026)



Sherri Dahl, Principal
January 5, 2026

January 16: End of Quarter 2 - Semester 1

19: Teacher PD Day - No students

- AED Training - Molly from Blackduck Ambulance
- MnMTSS Training - Michelle from NWSC - What is MnMTSS and how does it work at Kelliher.
- Continued training on Crisis Go Drills
- Teachers - Finish up on grades

28: Grade 10 - Pre-ACT

29: ASVAB in Northome

**IND. SCHOOL DISTRICT #36
KELLIHER PUBLIC SCHOOL
REGULAR SCHOOL BOARD MEETING
DECEMBER 15, 2025**

The School Board of ISD #36, Kelliher, MN met December 15, 2025 in the School Media Center. The meeting was called to order by Chair Mary Thayer at 6:00 p.m. Members present: Mary Thayer, Rachel Jorgensen, Kevin Waldo, Tessa Koisti, Dawn Jensen and Jeff Nelson, Superintendent, Ex-Officio. Members absent: Jake Neft.

Visitors: Miriam Kindem, John Gawarecki, Stacy Bender, Tye Van Pelt, Shana Dreher, Jamie Hand, Wyatt Jensen, and Aliza Lundin.

The Pledge of Allegiance was said.

Motion by Kevin Waldo, second by Tessa Koisti to approve the agenda. Motion passed unanimously.

Truth in Taxation Hearing:

1. Business Manager Aliza Lundin presented the 2025 Payable 2026 Levy to be Certified later in the meeting.

Citizen's Forum:

1. Wyatt Jensen, Robotics Coach, presented need for additional Robotics coach on team.
2. John Gawarecki introduced himself to the board and shared prior school administration experience to offer help and support when needed.

Reports & Presentations:

1. Presentations
 - a. Stacy Bender of Northwest Service Cooperative presented Continuous School Improvement Process
 - b. Miriam Kindem, Vocal and Classroom Music Teacher, and Tye Van Pelt, Band Teacher, presented April Music Trip itinerary and requested board funding
2. Administrative Reports
 - a. Superintendent Jeff Nelson provided a board report including an enrollment update and discussion on Indian Education Liaison position, Policy 509 adoption, MN Paid Leave, MOU with Education Minnesota - Kelliher Support

Staff, Kelliher Kids Parent Handbook update, and approval of Business Manager 2025-2027 Contract and Job Description.

- b. Business Manager Aliza Lundin provided a board report including information regarding levy amount to be certified, a revised budget update, and a MN Paid Leave update. Monthly items include bank reconciliation documentation and statements, revenue and expenditure summaries and student accounts as of 11/30/2025 for review and board bills, donations, and November minutes for approval.
- c. Principal Sherri Dahl provided a board report including congratulating the Music Department for a wonderful Christmas Program, discussed PBIS Attendance Campaign: "On Time" Challenge, and relayed the Christmas Spirit Week dress up days.

Committee Reports:

1. The Wellness Committee met November 19, 2025 and will meet again December 17, 2025 to review current Wellness Policy.

Directors' Forum:

1. Rachel Jorgensen thanked the band and choir teachers for putting on the Christmas program and congratulated the basketball teams for their recent wins.
2. Mary Thayer also commented on the wonderful Christmas program and the decorations around the kitchen area making the school festive and welcoming to visitors.

Regular Business:

Motion by Tessa Koisti, second by Kevin Waldo to approve the November 17, 2025 Working Session and Regular Board Meeting Minutes. Motion passed unanimously.

Motion by Dawn Jensen, second by Rachel Jorgensen to approve the November Treasurer's Report, payroll, and District bills in the amount of \$442,721.09. Motion passed unanimously.

Consent Agenda:

1. Approve Resolution Accepting Donations.
2. Approve the appointment of Shirley Kampa as part-time Indian Education Liaison/American Indian Language and Culture Teacher for Semester two of the 2025-2026 school year. Approximately 15 hours/week at the hourly salary of \$50.24 (based on the MA Step 10 placement in the Ed. Mn. Kelliher salary schedule).

Motion made by Kevin Waldo, seconded by Tessa Koisti to approve the consent agenda.
Motion passed unanimously.

Action Items:

1. Policy #509

Motion by Kevin Waldo, second by Tessa Koisti to approve the final reading and adoption of Policy 509 Enrollment of Nonresident Students. Motion passed unanimously.

2. MN Paid Leave Language

Motion by Rachel Jorgensen, second by Kevin Waldo to approve adding Employee Handbook language regarding MN Paid Leave effective January 1, 2026. Motion passed unanimously.

3. KSS MOU

Motion by Dawn Jensen, second by Kevin Waldo to approve Memorandum of Understanding with Education Minnesota – Kelliher Support Staff clarifying part-time employees. Voting yes: Kevin Waldo, Dawn Jensen, Mary Thayer, Tessa Koisti. Voting no: Rachel Jorgensen. Motion passed.

4. Music Field Trip Request

Motion by Rachel Jorgensen, second by Dawn Jensen to approve payment of \$3,842.20 towards April 8-10, 2026 field trip to help offset costs. Voting yes: Dawn Jensen, Mary Thayer, Tessa Koisti. Voting no: Kevin Waldo, Rachel Jorgensen. Motion passed.

5. Business Manager Contract and Job Description

Motion by Kevin Waldo, second by Rachel Jorgensen to approve 2025-27 Business Manager Contract and revised Business Manager Job Description.

6. Certify 2025 Payable 2026 Levy

Motion by _____, second _____ to approve certifying the 2025 Payable 2026 Property Tax Levy in the amount of \$684,802.54. Motion passed unanimously.

7. Kelliher Kids Handbook Update

Motion by _____, second _____ to approve parent handbook revisions for childcare center clarifying cancellation policy. Motion passed unanimously.

8. Adjourn

Motion by Rachel Jorgensen, second by Kevin Waldo to adjourn the meeting at 8:01 p.m.
Motion passed unanimously.

The next Regular School Board Organizational and Business Meetings are scheduled for Monday, January 5, 2026 at 6:00 p.m. in the Kelliher School Media Center.

The following resolution was moved by _____ and seconded by _____:

RESOLUTION ACCEPTING DONATIONS

WHEREAS, Minnesota Statutes 123B.02, Subd. 6 provides: "The board may receive, for the benefit of the district, bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the board may act as trustee of any trust created for the benefit of the district, or for the benefit of pupils thereof, including trusts created to provide pupils of the district with advanced education after completion of high school, in the advancement of education."; and

WHEREAS, Minnesota Statutes 465.03 provides: "Any city, county, school district or town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full."; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Kelliher, ISD 36, gratefully accepts the following donations as identified below:

Donor	Item	Designated Purpose (if any)
RIDGE RUNNER SNOWMOBILE CLUB	\$250.00	SENIOR CLASS TRIP DONATION
VARIOUS	\$525.00	ALUMNI SCHOLARSHIP DONATIONS IN MEMORY OF MARILYN HARTWIG
VARIOUS	\$5.00	DONATION DURING 12/5 GIRLS BASKETBALL GAME TICKET SALES
VARIOUS	\$819.25	CLASS OF 2029 BAKE SALE DONATIONS
VARIOUS	\$62.00	SENIOR CLASS MINI FORMAL FUNDRAISER DONATIONS
VARIOUS	\$41.00	5 TH /6 TH GRADE TRIP BUTTERBRAID FUNDRAISER DONATIONS
VARIOUS	\$300.00	JUNIOR CLASS FRUIT & MEAT FUNDRAISER DONATIONS
VARIOUS	\$3.00	SENIOR CLASS CONCESSIONS 12/6 DONATIONS
VARIOUS	\$4.50	SPANISH CLUB CONCESSIONS 12/12 DONATIONS

Whereupon, said Resolution was declared duly adopted.

By: _____
Chair

By: _____
Clerk