

BOARD BRIEFS
I.S.D. #553
SPECIAL BOARD OF EDUCATION MEETING
MONDAY, JANUARY 9, 2023

ATTENDANCE: All School Board Members Plus Superintendent B. Novak and M. Maki. Visitor Amy Tervola Hultberg.

CALL TO ORDER- at 5:30 pm.

Pledge of Allegiance

Ceremonial Oath of Office. Administered by Blaine Novak, Superintendent

SETTING THE AGENDA TO DETERMINE THE ORDERS OF THE DAY- Approved.

CALLING FOR THE NOMINATIONS FOR CHAIR

VOTING FOR CHAIR- Wendy Hetland - Approved.

CALLING FOR THE NOMINATIONS FOR VICE CHAIR

VOTING FOR VICE CHAIR- Kristina Ehnert - Approved.

CALLING FOR THE NOMINATIONS FOR CLERK

VOTING FOR CLERK- Teresa Pederson- Approved.

CALLING FOR THE NOMINATIONS FOR TREASURER- Braukmann and Mursus were nominated,

VOTING FOR TREASURER- Braukmann elected- Approved.

NAMING 2023 OFFICIAL SCHOOL NEWSPAPER- New York Mills Dispatch- Approved.

NAMING 2023 OFFICIAL DEPOSITORIES- Farmers and Merchants State Bank of New York Mills, Minnesota, Inc., the Liquid Asset School District Investment Fund, and any other United States Insured Banking Institution. - Approved.

NAMING THE 2023 SCHOOL ATTORNEY- the law firm of Rupp, Anderson, Squires & Waldspurger, PA. - Approved.

SETTING 2023 REGULAR MONTHLY MEETING DATES, SITE, AND TIME- - Approved.

NOTICE OF 2023 REGULAR SCHOOL BOARD MEETING;

DATES- Regular Monthly Meeting Dates will be the fourth Monday of each month.

January	23
February	27
March	27
April	24
May	22
June	26
July	24
August	28
September	25
October	23
November	27
December	18 (Third Monday)

LOCATIONS- The meeting location will be in the High School Media Center.

TIMES- All Regular Meetings will be conducted at 5:30 pm with the exception of June, July and August which will be at 5:00 pm.

WORKSHOPS- Quarterly workshops will be February 13, May 15, August 14 and November 13 or as needed.

MEET AND CONFER - February, April and October. Date, time and location to be determined and mutually agreed upon.

SCHOOL BOARD COMMITTEE ASSIGNMENTS- Approved.

>Otter Tail Family Collaborative: Mursu

>Community Education Delegate: Pederson

>MSBA Legislative Liaison: Hetland

>MSHSL School Board Representative: Braukmann

>Teacher License Renewal Committee: Braukmann

>Food Service Hearing Officer: Ehnert

>Region IV Service Coop Delegate: Geiser

- >World's Best Workforce School Board Representative: Vice President
- >C&C Chamber Membership: All School Board & Administration
- >Special Education Coop: Superintendent of Schools

ANNUAL BOARD COMMITTEE ASSIGNMENTS-

- >AD HOC COMMITTEES {Named by the President as needed}
- >NEGOTIATIONS AND PERSONNEL COMMITTEE: Ehnert, Hetland, Pederson
- >CURRICULUM, INSTRUCTION AND POLICY COMMITTEE: Hetland, Mursu, Schermerhorn
- >BUDGET AND FACILITIES COMMITTEE: Ehnert, Braukmann, Geiser
- >SUPPORT SERVICE COMMITTEE: Geiser, Mursu, Schermerhorn
- >AD HOC Branding and Communications: Ehnert, Braukmann, Schermerhorn

2023 SCHOOL BOARD COMPENSATION- Approved.

Per Meeting~ \$75 per meeting or \$100 for all day meetings
Annual Compensation~ Chair~ \$600 Other officers & Directors~ \$400

AUTHORIZE SUPERINTENDENT TO PERFORM FINANCIAL TRANSACTIONS ON BEHALF OF THE SCHOOL DISTRICT- Approved.

AUTHORIZE THE SUPERINTENDENT TO EMPLOY DAY AND SPECIALIZED LABOR AS NEEDED- Approved.

AUTHORIZE THE BUSINESS MANAGER TO ASSIST THE TREASURER AND CLERK AS WELL AS AUTHORIZING THE DISTRICT CONFIDENTIAL SECRETARY AND BOOKKEEPER TO ASSIST SAME OFFICERS IN DISPATCHING THEIR DUTIES- Approved.

AUTHORIZING THE ELECTRONIC TRANSFER OF PAYROLL TAX DEPOSITS AS ALLOWED BY MS 471.38- Approved.

SETTING THE DATE and COMMITTEE TO BE RESPONSIBLE FOR THE ANNUAL STAFF APPRECIATION DAY ACTIVITIES- CONSENSUS: To name Hetland as the Ad Hoc Chair, plus Pederson & Braukmann for this activity with the date and theme to be determined by the committee.

AUTHORIZING THE SUPERINTENDENT AND THE FISCAL AUDITOR TO MAKE YEAR-END TRANSFERS TO ELIMINATE ANY OPERATING FUND DEFICIENCIES- Approved.

ASSIGNING SPECIAL PROJECTS FOR 2023 TO SELECTED POSITIONS- Approved.

SUPERINTENDENT: >Legal & Compliance Officer >State Dept. Contact >Ex Officio Board Member > Otter Tail County Collaborative >LEA Representative >Sp Ed Coordinator >MSHSL Rep. > WBSF Coordinator >Human Rights Officer

BUSINESS MANAGER: >State Department Reporting >Fiscal Data Reporting

HIGH SCHOOL PRINCIPAL: >Curriculum Co-Coordinator >Assessment Coordinator >Human Rights Officer > Staff Development Co-Coordinator

ELEMENTARY PRINCIPAL: >Human Rights Officer > Curriculum Co-Coordinator > Staff Development Co-Coordinator >Title I Coordinator

COMMUNITY EDUCATION DIRECTOR: >Community Service Programming

FOOD SERVICE SUPERVISOR: >Breakfast and Noon Meal Service

TRANSPORTATION SUPERVISOR: >Route, Driver, & Vehicle Development >Traffic Control

BUILDINGS & GROUNDS: >OSHA/EPA >Air Quality >Building Security Coordinator >Safety Coordinator

AUTHORIZATION TO SELL ANY EXCESS SCHOOL EQUIPMENT AT PUBLIC AUCTION IN THE SUMMER OF 2023 WITH SPECIFIC DATE TO BE DETERMINED AND ADVERTISED- Approved.

ADJOURNMENT- 6:03 pm.