

**BOARD BRIEFS**  
**NEW YORK MILLS I.S.D. #553**  
**SPECIAL BOARD OF EDUCATION MEETING, MONDAY, JANUARY 10, 2022**

**CALL TO ORDER BY THE 2021 CHAIR-** at 5:30 pm.

**ATTENDANCE & DETERMINATION OF A QUORUM-** All School Board Members (Ehnert arrived at 5:32 pm) and Superintendent B. Novak and M. Maki.

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

**CALLING FOR NOMINATIONS FOR CHAIR-** Carlson nominated by Wallgren. With no other nominations, Carlson was named Chair.

**CALLING FOR NOMINATIONS FOR VICE CHAIR-** Wallgren nominated by Hetland. With no other nominations, Wallgren was named Vice Chair.

(Ehnert arrived)

**CALLING FOR NOMINATIONS FOR CLERK-** Kane nominated by Wallgren. With no other nominations, Kane was named Clerk.

**CALLING FOR NOMINATIONS FOR TREASURER-** Hetland nominated by Kane. With no other nominations, Hetland was named Treasurer.

**NAMING 2022 OFFICIAL SCHOOL NEWSPAPER-** New York Mills Dispatch. Approved.

**NAMING 2022 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. Wallgren abstained.

**NAMING THE 2022 SCHOOL ATTORNEY-** Rupp, Anderson, Squires & Waldspurger, PA. Approved.

**NOTICE OF 2022 REGULAR SCHOOL BOARD MEETING DATES-** Regular Monthly Meeting Dates will be:

January	24	July	25
February	28	August	22
March	28	September	26
April	25	October	24
May	23	November	28
June	27	December	19

**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 exceptions of June, July, and August when the meetings will be held at 4:30 pm.

**WORKSHOPS-** Quarterly workshops will be held on February 8, May 10, August 9 and November 8 or as needed.

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

**SCHOOL BOARD REPRESENTATIVE ASSIGNMENTS-**

Otter Tail Family Collaborative: Wallgren  
Community Education Delegate: Pederson  
MSBA Legislative Liaison: Carlson  
MSHSL School Board Representative: Braukmann  
Teacher License Renewal Committee: Hetland  
Food Service Hearing Officer: Ehnert  
Region IV Service Coop Delegate: Kane  
World's Best Workforce Committee: Vice Chair  
C&C Chamber Membership: All School Board & Administration  
Special Education Coop: Superintendent

**BOARD COMMITTEE ASSIGNMENTS-**

NEGOTIATIONS AND PERSONNEL: Ehnert, Hetland, Pederson  
CURRICULUM, INSTRUCTION AND POLICY: Kane, Wallgren, Hetland  
BUDGET AND FACILITIES: Carlson, Ehnert, Braukmann  
SUPPORT SERVICES: Carlson, Kane, Wallgren

**BOARD STRATEGIC PLAN CHAMPIONS-**

STUDENT ACADEMICS: Wallgren  
PROFESSIONAL DEVELOPMENT: Ehnert  
TECHNOLOGY: Braukmann  
MARKETING & COMMUNICATION: Pederson  
FACILITY: Carlson  
FINANCIAL RESOURCES: Kane  
HEALTH & WELLNESS: Hetland

**2022 SCHOOL BOARD COMPENSATION-** Per meeting compensation at \$75 with all day meetings at \$120. Annual Compensation~ President– \$600, other officers & directors– \$400 Approved.

**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: Ehnert as the Ad Hoc Chair, plus Pederson and Wallgren on May 31, 2022.

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

**ASSIGNING SPECIAL PROJECTS FOR 2022 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. > SAR Coordinator >Staff Development >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 Coordinator >Staff Development Co-Coordinator

COMMUNITY EDUCATION DIRECTOR: >Community Service Programming >Safety Coordinator

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.

**AUTHORIZATION TO SELL ANY EXCESS SCHOOL EQUIPMENT AT PUBLIC AUCTION WITH SPECIFIC DATE TO BE DETERMINED AND ADVERTISED-** Approved.

**APPROVAL OF POLICY #491 - MANDATORY COVID-19 VACCINATION OR TEST AND FACE COVERINGS-** Approved (Braukmann opposed)

**ADJOURNMENT- 5:56 pm.**