

BOARD BRIEFS
I.S.D. #553
SPECIAL BOARD OF EDUCATION MEETING, MONDAY, JANUARY 6, 2020

CALL TO ORDER BY THE 2019 CHAIR- at 6:00 pm.

ATTENDANCE & DETERMINATION OF A QUORUM- All School Board Members and Superintendent B. Novak, M. Maki.

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

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

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

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

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

NAMING 2020 OFFICIAL SCHOOL NEWSPAPER- New York Mills Dispatch. Approved.

NAMING 2020 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 2020 SCHOOL ATTORNEY- Rupp, Anderson, Squires & Waldspurger, PA. Approved.

NOTICE OF 2020 REGULAR SCHOOL BOARD MEETING DATES- Regular Monthly Meeting Dates will be:

January	27	July	27
February	24	August	24
March	23	September	28
April	27	October	19
May	18	November	23
June	22	December	21

LOCATIONS- The meeting location will be 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 4:00 pm.

WORKSHOPS- Quarterly workshops will be held in February, May, August and November or as needed with dates to be set prior to the workshop.

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: Adams
MSBA Legislative Liaison: Carlson
MSHSL School Board Representative: Kupfer
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: Adams, Ehnert, Hetland
CURRICULUM, INSTRUCTION AND POLICY: Kane, Kupfer, Wallgren
BUDGET AND FACILITIES: Carlson, Ehnert, Hetland
SUPPORT SERVICES: Carlson, Adams, Kupfer

BOARD STRATEGIC PLAN CHAMPIONS-

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

2020 SCHOOL BOARD COMPENSATION- Per meeting compensation at \$75.00 with all day meetings at \$120.00. 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 Wallgren.

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

ASSIGNING SPECIAL PROJECTS FOR 2020 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.

ADJOURNMENT- 6:24 pm.