

**BOARD BRIEFS**  
**I.S.D. #553**  
**SPECIAL BOARD OF EDUCATION MEETING, WEDNESDAY, JANUARY 8 , 2025**  
**Wednesday, January 8, 2025**  
**5:30 PM**

**ATTENDANCE:** All School Board Members Plus Superintendent A. Johnson and M. Maki.

**CALL TO ORDER BY THE CHAIR-** at 5:31 pm.  
Pledge of Allegiance

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

**OATH OF OFFICE-** New members Ethan Kern and Jodi Seelhammer

**CALLING FOR THE NOMINATIONS FOR CHAIR**

**VOTING FOR CHAIR-** Mursu elected as 2025 Board Chair.

**CALLING FOR THE NOMINATIONS FOR VICE CHAIR**

**VOTING FOR VICE CHAIR-** Ehnert elected as 2025 Board Vice Chair.

**CALLING FOR THE NOMINATIONS FOR CLERK**

**VOTING FOR CLERK-** Seelhammer elected as 2025 Board Clerk

**CALLING FOR THE NOMINATIONS FOR TREASURER**

**VOTING FOR TREASURER-** Braukmann elected as 2025 Board Treasurer.

**NAMING 2025 OFFICIAL SCHOOL NEWSPAPER-**New York Mills Dispatch. Approved.

**NAMING 2025 OFFICIAL DEPOSITORIES-** Farmers and Merchants State Bank of New York Mills, Minnesota, Inc., and the Liquid Asset School District Investment Fund, and any other United States Insured Banking Institution insured with FDIC coverage. Approved.

**NAMING THE 2025 SCHOOL ATTORNEY-** Squires, Waldspurger & Mace PA for consultations at the discretion of the Superintendent or School Board. Approved.

**SETTING 2025 REGULAR MONTHLY MEETING DATES, SITE, AND TIME**

**NOTICE OF 2025 REGULAR SCHOOL BOARD MEETING;**

**DATES-** Regular Monthly Meeting Dates

January	27	July	28
February	24	August	25
March	24	September	22
April	28	October	27
May	19 (Third Monday)	November	24
June	23	December	15 (Third Monday)

**LOCATIONS-** The meeting location will be 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 as requested February 10, May 12, August 11 and November 10 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: Kern

Community Education Delegate: Seelhammer

MSBA Legislative Liaison: Mursu

MSSHSL School Board Representative: Braukmann

Teacher License Renewal Committee: Braukmann

Food Service Hearing Officer: Ehnert

Region IV Service Coop Delegate: Geiser

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

AD HOC COMMITTEES {Named by the Chair as needed}

NEGOTIATIONS AND PERSONNEL COMMITTEE: Ehnert, Mursu, Braukmann  
CURRICULUM, INSTRUCTION AND POLICY COMMITTEE: Mursu, Schermerhorn, Seelhammer  
BUDGET AND FACILITIES COMMITTEE: Braukmann, Ehnert, Geiser  
SUPPORT SERVICE COMMITTEE: Geiser, Schermerhorn, Kern

BOARD STRATEGIC PLAN CHAMPIONS-

SEL and ACADEMICS: Mursu  
COLLEGE, CAREER & CHOICE READINESS: Geiser, Schermerhorn  
FACILITIES: Braukmann, Kern  
COMMUNICATION, BRANDING & MARKETING: Ehnert  
PARTNERSHIPS: Seelhammer

**2025 SCHOOL BOARD COMPENSATION-** To set the per meeting compensation at \$75, \$100 for all day meetings and the annual amount being Chair- \$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: To name Ehnert as the Ad Hoc Chair, plus Seelhammer & Kern, 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 2025 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  
ELEMENTARY PRINCIPAL: >Human Rights Officer > Curriculum Co-Coordinator  
COMMUNITY EDUCATION DIRECTOR: >Community Service Programming >Title I 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 >Safety Coordinator

**AUTHORIZATION TO SELL ANY EXCESS SCHOOL EQUIPMENT AT PUBLIC AUCTION IN THE SUMMER OF 2025 WITH SPECIFIC DATE TO BE DETERMINED AND ADVERTISED-** Approved.

**ADJOURNMENT-** 6:16 pm