

BOARD BRIEFS
I.S.D. #553 - NEW YORK MILLS
SPECIAL BOARD OF EDUCATION MEETING
MONDAY, JANUARY 9, 2024

ATTENDANCE: All School Board Members (Ehnert arrived at 5:38) Plus Superintendent B. Novak and M. Maki.

CALL TO ORDER- at 5:31 pm.
Pledge of Allegiance

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

NAMING 2024 OFFICIAL SCHOOL NEWSPAPER- New York Mills Dispatch- Approved.

NAMING 2024 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 2024 SCHOOL ATTORNEY- the law firm of Squires, Waldspurger & Mace,, PA - Approved.

SETTING 2024 REGULAR MONTHLY MEETING DATES, SITE, AND TIME - Approved.

NOTICE OF 2024 REGULAR SCHOOL BOARD MEETING;

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

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| January | 22 |
| February | 26 |
| March | 25 |
| April | 22 |
| May | 20 |
| June | 24 |
| July | 22 |
| August | 26 |
| September | 23 |
| October | 28 |
| November | 25 |
| December | 16 (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 4:30 pm.

WORKSHOPS- Quarterly workshops will be February 12, May 13, August 12 and November 11 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*

2024 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 Ehnert as the Ad Hoc Chair, plus Schermerhorn & Braukmann for this activity on May 29, 2024 and theme to be determined by the committee.

(Ehnert Arrived)

CALLING FOR THE NOMINATIONS FOR CHAIR- Wendy Hetland - With no other nominations, Hetland was named Chair.

CALLING FOR THE NOMINATIONS FOR VICE CHAIR- Kristina Ehnert - With no other nominations, Ehnert was named Vice Chair.

CALLING FOR THE NOMINATIONS FOR CLERK - Teresa Pederson- With no other nominations, Pederson was named Clerk

CALLING FOR THE NOMINATIONS FOR TREASURER- Derek Braukmann. With no other nominations, Braukmann was named Treasurer.

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 2024 WITH SPECIFIC DATE TO BE DETERMINED AND ADVERTISED- Approved.

ADJOURNMENT- 5:53 pm.