

BOARD BRIEFS
NEW YORK MILLS I.S.D. #553
SPECIAL BOARD OF EDUCATION MEETING, MONDAY, JANUARY 4, 2021

CALL TO ORDER BY THE 2020 CHAIR- at 5:33 pm.

ATTENDANCE & DETERMINATION OF A QUORUM- All School Board Members 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 Kane. With no other nominations, Wallgren was named Vice Chair.

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 Carlson. With no other nominations, Hetland was named Treasurer.

NAMING 2021 OFFICIAL SCHOOL NEWSPAPER- New York Mills Dispatch. Approved.

NAMING 2021 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 2021 SCHOOL ATTORNEY- Rupp, Anderson, Squires & Waldspurger, PA. Approved.

NOTICE OF 2021 REGULAR SCHOOL BOARD MEETING DATES- Regular Monthly Meeting Dates will be:

January	25	July	26
February	22	August	23
March	22	September	27
April	26	October	25
May	24	November	22
June	28	December	20

LOCATIONS- The meeting location will be in the High School Media Center with June, July and August meetings in the Elementary Media Center (due to the construction project in the high school).

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 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: 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

2020 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 Hetland possible date June 2.

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

ASSIGNING SPECIAL PROJECTS FOR 2021 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- 6:01 pm.