

**MINUTES**  
**ANNUAL ORGANIZATIONAL AND**  
**REGULAR BOARD MEETING**  
**FRESHWATER ED DIST. # 6004**  
**1/24/18**  
**Staples, MN**

**CALLED TO ORDER BY-** 2017 Chair; C Wolf at 5:00 pm.

Board Present: C. Wolf-LPGE; V. Hinojos-WDC; S. Veronen-Verndale; P. Benning-Browerville; R. VanDenheuvel-BH; R. Thalmann- Henning; J. Kicker-Menahga: B. Lund-SM; C. Funk-Sebeka; Superintendent: D. Fjeldheim- Sebeka; FED Staff: JR. Nesland, L. Murdock, S. Thiel: Guests: K. Barse, K. Porter and J. Nelson.

**ROTATION OF OFFICERS-** MOTION BY VanDenheuvel and 2ND BY Funk to appoint the following officers for calendar year 2018, per the current FED Bylaws: Chair: V. Hinojos, WDC; V. Chair: S. Veronen, Verndale; Clerk: P. Benning, Browerville; Treasurer: R. VanDenheuvel, BH. VOTE- U/C

**PASSING OF THE GAVEL TO THE 2018 CHAIR AND APPROVING THE ORGANIZATIONAL AND REGULAR MEETING AGENDA;** 5:05pm- MOTION BY Benning and 2ND BY Lund to modify and approve this agenda after removing the topic of MnTrust. VOTE- U/C

**VISITOR COMMENTS-** Facility Project 20/20 update by K. Barse. FY-17 Audit Report by K. Porter and J. Nelson.

**APPROVAL OF PAST BOARD MINUTES-** MOTION BY Thalmann and 2ND BY Wolf to approve the 10.25.17 minutes as presented. VOTE- U/C

**2018 ORGANIZATION OF THE BOARD—**

**SIGNATURES:** MOTION BY Funk and 2ND BY Benning to authorize the use of a signature plate to sign documents. VOTE- U/C

**OFFICIAL DEPOSITORIES:** MOTION BY Lund and 2ND BY Thalmann to name the following as official depositories: 1<sup>st</sup> International Bank of Staples, MN, and MN School District Liquid Asset Fund, and any other MN FDIC financial institution, and to authorize designated staff to invest funds in these institutions evidence of sufficient collateral. VOTE- U/C with R. VanDenheuvel abstaining.

**ELECTRONIC FUND TRANSFERS:** MOTION BY Benning and 2ND BY Veronen to authorize designated staff to make electronic fund transfers as outlined by State Statutes. VOTE- U/C with R. VanDenheuvel abstaining.

**BOARD PER DIEM RATE:** MOTION BY Veronen and 2ND BY VanDenheuvel to approve the same board per diem for regular/special and committee meetings. VOTE- U/C

**MEETING DATE/TIME/LOCATION:** MOTION BY Wolf and 2ND BY Lund to set Board meeting dates as follows: (4/25/18) - Wadena, (7/25/18) - Staples, (10/24/18) - Wadena with starting time of 5 pm. VOTE- U/C

**OFFICIAL NEWSPAPER:** MOTION BY Benning and 2ND BY Funk to name the *Staples World* as the 2018 official newspaper. VOTE-U/C

**COMMITTEES AS NAMED BY THE 2018 CHAIR:** The Chair announced his appointments to the 2018 Personnel Committee; *S. Veronen, C. Funk, and R. Thalmann.*

**APPOINTMENTS BY THE 2018 CHAIR:** NJPA (Service Cooperative District #924): *S. Veronen*, Otter Tail County Collaborative: *R. Thalmann*, Todd County Collaborative: *R. VanDenheuvel*, Supervising Supts: *D. Fjeldheim/L. Westrum.*

**ANNUAL REVIEW OF MANDATED AND ANNUAL DESIGNATED POLICIES:**

**MOTION BY** Thalmann and **2ND BY** VanDenheuvel to acknowledge the annual review of identified Policies and action to direct the Ex. Director to maintain the FED Policy Manual in accordance with any MSBA recommended legal revisions and/or legislative mandatory revisions. **VOTE-U/C**

**NAMING A FY-18 FINANCIAL AUDIT FIRM:** **MOTION BY** Funk and **2<sup>ND</sup> BY** Thalmann to table this action and direct Ex. Director to request a 3 year quote from Mayer, Porter & Nelson, Ltg. **VOTE- U/C**

**NAMING THE 2018 DESIGNATED SCHOOL LAW FIRMS:** **MOTION BY** Veronen and **2ND BY** Wolf to name Hitesman & Associates, P.A, Maple Grove; Kennedy & Graven, Mpls; as well as Pemberton Law, Wadena; as the 2018 Consulting Law Firms for the FED and to limit authorization of contact to the Ex. Director, SPED Director, and the current FED Chair. **VOTE- U/C**

**ACTION TO AUTHORIZE E-SERVICES ROLES:** **MOTION BY** VanDenheuvel and **2ND BY** Benning to name the designated staff as Freshwater E-Service. **VOTE- U/C**

**DESIGNATION OF IDENTIFIED OFFICIAL WITH AUTHORITY FOR MDE**

**EXTERNAL USER ACCESS RECERTIFICATION SYSTEM:** **MOTION BY** Thalmann and **2ND BY** Lund to Authorize J. Nesland to act as the Identified Official with Authority for FED No. 6004. **VOTE-U/C**

## **OLD BUSINESS-**

**REVIEW OF SUPERINTENDENT MTG MINUTES:** **MOTION BY** Funk and **2ND BY** Wolf to accept the 11.8.17 & 1.10.18 Supt Advisory Council Mtg Minutes as presented. **VOTE- U/C**

**REVIEW of 12.6.17 FED Legislative Day Summary and 2018 Supt. Mtg Dates.**

**CONFIRMING THE PROJECT 20/20 GENERAL CONTRACTOR:** **MOTION BY**

VanDenheuvel and **2ND BY** Wolf to confirm the naming of Nor-Son Construction, Brainerd, MN, as the Contractor for the 20/20 Building Project, through NJPA Pre-qualified bid process. **VOTE- U/C**

## **NEW BUSINESS AND REPORTS-**

**ECFE/SR REPORT:**

**READING FOR THE FUTURE (RFF) DONATIONS-** **MOTION BY** Thalmann and **2ND**

**BY** Lund to accept the following donations for the RFF Program: \$50~Faith Lutheran Church, Staples, MN; \$100~Star Bank, Bertha, MN; \$50~Unity Bank, Staples, MN; \$25~Mayer, Porter & Nelson, LTD, Staples, MN; \$150~Long Prairie Packing Co, Long Prairie, MN; \$200~Trident Seafood, Motley, MN; \$150~MidMinnesota Federal Credit Union, Staples, MN; \$100~MN National Bank, Sauk Centre, MN; \$100~Lincoln Scandia Valley Lions Club, Motley, MN; \$200~Lakewood health System, Staples, MN; \$200~McDonalds, Long Prairie, MN; \$500~American Legion, Long Prairie, MN;

\$100~American Legion Post 24, Motley, MN; \$250~Browerville Lions Gaming, Browerville, MN; \$1,000~Lions Club of Motley, MN. VOTE- U/C

REVIEW of ECFE Advisory Board Packet.

**SPECIAL EDUCATION REPORT:**

**AUTHORIZATION TO PURCHASE 2 FY-18 SPED VANS:** MOTION BY VanDenheuvel and 2ND BY Funk to authorize the purchase of 2 SpEd Vans to be delivered in the spring of 2018 with the 2006 Year bus to be traded. VOTE- U/C

**ACTION TO ADVERTISE AN RFP OF MENTAL HEALTH PROPOSAL:** MOTION BY Lund and 2ND BY Wolf to authorize the advertisement of an RFP for Mental Health Services. VOTE- U/C

**ALC/TARGETED SERVICES REPORT:**

REVIEW of Member Extended Time Revenue Retainage

**TECHNOLOGY REPORT:**

UPDATE given of Menu Option; *Internet Connection Hosted by FED*

**MEMBER SERVICES:**

**ACTION TO APPROVE E-RATE CONSULTING CONTRACT:** MOTION BY Funk and 2ND BY VanDenheuvel, to approve the contract between FED and E-Rate Educational Services for consulting services effective FY-18. VOTE- U/C

REVIEW of FED Member District Audit Firm Survey.

**BOARD COMMITTEES & CONSULTANTS:** Reviewed minutes from the 10.24.17, 10.25.17 & 11.14.17 Board Personnel Committee Mtgs.

**BUSINESS, FINANCE, AND NEW BUSINESS-**

**FINANCIAL REPORTS AND CURRENT BILLS:** MOTION BY Veronen and 2ND BY Thalmann, to approve the 10.20.17 thru 1.19.18 cash reports and payments of checks numbered 120095 thru 120390. VOTE- U/C

REVIEW of FY-19 Menu Options update.

**ACTION TO RECOGNIZE THE RECEIPT AND REVIEW OF THE FY-17**

**FINANCIAL AUDIT:** MOTION BY Funk and 2ND BY Lund, to acknowledge receipt and review of the FY-17 financial audit and direct the auditing firm to forward a copy to MDE. VOTE- U/C

**ACTION TO SUBMIT THE REQUIRED “REVIEW AND COMMENT” TO THE MDE:** MOTION BY VanDenheuvel and 2ND BY Thalmann to approve the proposed building project and direct it to be submitted hereafter, to the Commissioner of Education, for a MDE 60 day Review & Comment. VOTE- U/C

**AUTHORIZATION FOR THE BOARD TO COMMIT AN ADDITIONAL \$400,000 TO THE FACILITIES RESERVED ACCOUNT:** MOTION BY VanDenheuvel and 2ND BY Funk, to Commit \$400,000 to the Facilities Reserved account for future use of FED owned facility improvements. VOTE- U/C

**AUTHORIZATION FOR THE BOARD TO COMMIT AN ADDITIONAL \$100,000 TO THE OPEB RESERVED ACCOUNT:** MOTION BY Veronen and 2ND BY Wolf, to Commit \$100,000 to the OPEB reserve account for future OPEB obligations. VOTE- U/C

**ADDENDUM TO THE ACH AGREEMENT WITH 1<sup>st</sup> INTERNATIONAL BANK & TRUST FOR SAME DAY ACH SERVICES:** MOTION BY VanDenheuvel and 2ND BY Thalmann, to approve the addendum to the current ACH Agreement between FED and 1<sup>st</sup>

*International Bank & Trust* to allow for Same Day ACH services. VOTE- U/C  
ACTION TO ADOPT FY-18 SENIORITY LIST: MOTION BY Funk and 2ND BY Wolf,  
to approve and post the FY-18 Freshwater Teacher-Itinerant Seniority list as presented.  
VOTE- U/C

ACTION OF THE 17-18 SPED PARA SENIORITY LIST: MOTION BY Wolf  
and 2ND BY VanDenheuvel, to approve and post the SpEd Para Seniority list as  
presented. VOTE- U/C

ACTION OF THE 17-18 SPED RVR DRIVERS SENIORITY LIST: MOTION BY  
Thalmann and 2ND BY Wolf, to approve and post the SpEd RVR Drivers Seniority  
list as presented. VOTE- U/C

REVIEW of the Annual Administrative Memo Regarding Probationary and Term  
Employees and Classified Employee First Date of Employment List.

ACTION TO REVISE THE CURRENT YEAR BUDGET: MOTION BY Lund and  
2ND BY Veronen, to approve Revision II modification of the current FY-18 financial  
budget as follows; VOTE- U/C

<u>FUND</u>	<u>REVENUE</u>	<u>EXPENDITURES</u>
01 General	\$9,105,108	\$9,640,694
04 Community Service	\$ 600,215	\$ 607,873

REVIEW of the new Tiered Licensure in Minnesota.

UPDATE of the FED shared servers that were disrupted December 17<sup>th</sup>. Freshwater  
Staff is working with the FED insurance company to determine the extent of the incident.  
Once the results have been reviewed, information will be shared with the staff and Board.

SERVICE CO-OP REGION V SCHOOL BOARD ELECTION: Each FED Board Member  
has the opportunity to vote for one of the six candidates. There were no comments or  
endorsements. JR Nesland collected the Ballots and delivered them.

APPROVE PROPOSAL/SERVICES AGREEMENT WITH PITNEY BOWES: MOTION  
BY VanDenheuvel and 2ND BY Wolf, to approve a 5 year service agreement with Pitney  
Bowes for lease of postage meter. VOTE- U/C

REVIEW of FED Member District Teacher Settlement Summary.

**PERSONNEL TOPICS AND CONSENT AGENDA ITEMS:** MOTION BY Funk and  
2ND BY Kicker, to approve the items as follows; FMLA request of G. Noon; Permission to  
advertise and fill School Psych, Speech Language Pathologist; Hiring of J. Holmquist;  
Resignation of M. Hawes, N. Heilmann and K. Swenson; Re-assignment of M. Becker;  
Voluntary Reduction of K. Swenson; Adoption of the 17-19 FED #6004 and Ed MN FED  
Ed District No 7335 Master Agreement and Adoption of FED #6004 and Ed MN FED Ed  
District SpEd Para & RVRD Group Master Agreement. VOTE- U/C

**ADJOURNMENT-** MOTION BY Thalmann and 2ND BY Wolf, to adjourn the meeting at  
7:13p.m. VOTE- U/C

Preapproved publication summary  
RESPECTFULLY SUBMITTED:

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Penny Benning, Clerk