

January 6, 2020

The Verndale Public School Board of Independent School District No. 818, Verndale, Minnesota met for an organizational and a regular meeting on Monday, January 6, 2020 at 6:30pm in the Multi Media room #324. The meeting was called to order by Chairman of the Board, Marcus Edin. The meeting started with the Pledge of Allegiance.

Members present: Bill Blaha, Shyla Hess, Marcus Edin, Chris Youngbauer, Tony Stanley, and Scott Veronen.

Members Absent: None

Others present: Supt. Mr. Brownlow, Principal Mr. Follingstad, Dean of Students Mr. Johnson, Business Manager Jordan Anderson, Trinity Gruenberg-Verndale Sun, Rita Nolte, and Mary Gronlund.

Roll call was taken. A quorum was determined.

Recognition of the public.

Acting School Board Chairman, Marcus Edin, called for nominations for the position of Chairperson. Motion by Chris Youngbauer, seconded by Tony Stanley to nominate Marcus Edin. Acting School Board Chairman, Marcus Edin called for any other nominations two additional times. There were no further nominations. Roll call. MCU

School Board Chairman, Marcus Edin, called for nominations for the position of Vice Chairperson. Motion by Tony Stanley, seconded by Chris Youngbauer to nominate Bill Blaha. Acting School Board Chairman, Marcus Edin called for any other nominations two additional times. There were no further nominations. Roll call. MCU

School Board Chairman, Marcus Edin, called for nominations for the position of Clerk. Motion by Shyla Hess, seconded by Bill Blaha to nominate Tony Stanley. Acting School Board Chairman, Marcus Edin called for any other nominations two additional times. There were no further nominations. Roll call. MCU

School Board Chairman, Marcus Edin, called for nominations for the position of Treasurer. Motion by Bill Blaha, seconded by Chris Youngbauer to nominate Scott Veronen. Acting School Board Chairman, Marcus Edin called for any other nominations two additional times. There were no further nominations. Roll call. MCU

Motion by Chris Youngbauer, seconded by Scott Veronen, and passed by unanimous vote to set the date, time and place for the regular monthly school board meetings to be held the first Monday of each month at 6:30pm in the Verndale Public School Media Center. Meetings scheduled on the second Monday, the start time will be 6:00pm. The schedule would be February 4, March 4, April 1, May 6, June 10, August 12, September 9, October 7, November 4, and December 2. MC

Motion by Bill Blaha, seconded by Chris Youngbauer to designate Star Bank, MN School District Liquid Asset Fund (MSDLAF) and PMA/MNTrust as official depositories, Ehlers Financial Services, TD Ameritrade PMA/MNTrust and 1st National Bank – Ottertail as investment brokers and Bond Trust Services as paying agents. MC

Motion by Bill Blaha, seconded by Scott Veronen and passed by unanimous vote to designate the following employees to make electronic transfers.

- a. MN School District Liquid Asset Funds Plus – Business Manager or Superintendent
- b. MNTrust - Business Manager or Superintendent
- c. Payroll Direct Deposit/Bremer Bank – Human Resources/Payroll Specialist or Superintendent
- d. Department of Revenue and Federal Government for Social Security, Medicare and Federal Taxes – Human Resources/Payroll Specialist or Business Manager
- e. MN Public Employees Retirement Association and Teacher Retirement Association – Human Resources/Payroll Specialist or Business Manager
- f. MN Child Support – Human Resources/Payroll Specialist or Business Manager

- g. OMNI-403B Annuity Contributions – Human Resources/Payroll Specialist or Business Manager
- h. Further-HAS and FSA Payroll Contributions-Human Resources/Payroll Specialist or Business Manager

Motion by Bill Blaha, seconded by Tony Stanley to designate the Verndale Sun as the district’s official newspaper. MC

Motion by Scott Veronen, seconded by Chris Youngbauer to designate Kristi Hastings from Pemberton Law Firm as the school district’s legal counsel and to authorize the Superintendent and Board Chair to make contact with legal counsel regarding school district legal matters. MC

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the use of the facsimile signature plate to sign accounts payable checks, payroll checks and official documents as recommended by Mr. Brownlow. MC

Motion by Bill Blaha, seconded by Chris Youngbauer to authorize the Superintendent, as permitted by Minnesota Statute 123B.52, to lease, purchase and contract for goods and services, within the budget as approved by the School Board, provided that any transaction in an amount exceeding \$15,000 must first be specifically authorized by the School Board and must fulfill all other applicable legal requirements for school district contracts. MC

Motion by Shyla Hess, seconded by Bill Blaha to authorize the Superintendent or Business Manager to make payments between school board meetings in advance of School Board approval under the following conditions and to include payments in the next list of bills submitted to the School Board for approval:

- a. Payments of claims which cannot be deferred until the next School Board meeting without the loss to the district of a discount privilege, or because of contract terms, purchase order terms, or a vendor’s standard terms which are part of a contract, in accordance with Minnesota Statute 123B.02, Subd. 18.
- b. Payments of claims within the standard period as defined in Minnesota Statute 471.425.

MC

Motion by Scott Veronen, seconded by Bill Blaha to authorize the Superintendent and/or Designee to conduct collateral transactions for the school district. MC

Motion by Chris Youngbauer, seconded by Shyla Hess and passed by unanimous vote to authorize the Superintendent and/or Principal to use the school credit card held by the School District as follows:

Chase Business Visa: Superintendent Paul Brownlow	Credit Limit \$12,000
K-12 Principal/DAC Arick Follingstad	Credit Allowance \$2,000

Motion by Bill Blaha, seconded by Scott Veronen to designate Superintendent Paul Brownlow as the Identified Official with Authority to authorize user access to secure Minnesota Department of Education websites. MC

Motion by Chris Youngbauer, seconded by Bill Blaha and passed by unanimous vote to appoint the following board members to the committees as listed:

Negotiations Committee	Mr. Stanley Mr. Blaha Mr. Edin Mrs. Hess (Alternate)	Paid
Freshwater Education District Board	Mr. Veronen Mrs. Hess (Alternate)	Paid by Freshwater
Community Concern for Youth	School Administrator	No Compensation
Legislative Liaison	Mr. Brownlow	No Compensation
Educational Liaison	Mr. Brownlow	No Compensation
Sourcewell	Mr. Veronen	Paid by Sourcewell
Wadena Family Services Collaborative	Mrs. Hess	Paid
MN State High School League	Mr. Stanley	No Compensation

Building and Grounds Committee	Mr. Youngbauer Mr. Veronen Mrs. Hess	Paid
Meet and Confer	Mr. Blaha Mrs. Hess Mr. Youngbauer	Paid
Finance Committee	Mr. Youngbauer Mr. Veronen Mr. Blaha	Paid
Shared Services Committee	Mr. Edin Mr. Blaha Mr. Veronen Mr. Stanley (Alternate)	Paid
Curriculum Review	Mr. Stanley	No Compensation
Community Ed. Committee	Mrs. Hess Mr. Edin (Alternate)	No Compensation
Health and Safety Committee	Mr. Youngbauer	Paid
Board Professional Growth	All Members w/Approval	Paid

Motion by Bill Blaha, seconded by Scott Veronen and passed by unanimous vote to set board compensation as follows:

\$80.00 per regular scheduled board meeting

\$10.00 per meeting additional compensation for the Board Chair

\$60.00 per extra meeting and committee meetings

- Meetings that 5 hours or more will be compensated at \$100.00 per day/meeting

Motion by Chris Youngbauer, seconded by Shyla Hess to approve the agenda as presented by Mr. Brownlow, removing Old Business item V. a. Human Resources-Payroll Specialist Agreement. MC

Motion by Scott Veronen, seconded by Chris Youngbauer and passed by unanimous vote to approve the following Consent Agenda items:

- Minutes from the December 2, 2019 Regular School Board Meeting
- Payment of Monthly Claims: Checks 46488-46590
- Electronic Payroll Transfers
- Student Activity Checks 1068-1073
- Resignations/Retirements
 - Scott Loween – Part-Time Custodian
- Employee Contracts/Notices of Assignment:
 - Jeff Springer – Head Custodian
 - Christine Conger – Education Assistant
 - Amanda Snyder – Long-Term Substitute Education Assistant
 - Rita Weishalla – Extracurricular/Substitute Bus Driver
- Mid-Year Lane Change Request: Katie Bolland
- Childcare Leave Request: Katie Tackmann

Motion by Chris Youngbauer, seconded by Bill Blaha to approve a Mid-Year Lane Change Request for Jennifer Veronen.

Roll call. Scott Veronen abstained as the request is for his wife. MC

- Report Items:
 - Monthly Financial Report: Jordan Anderson
 - Board Member Reports: Chris Youngbauer
 - Legislative Report: Mr. Brownlow

Old Business:

Motion by Bill Blaha, seconded by Scott Veronen to approve the second reading of Policy 533 – Wellness. MC

New Business:

Motion by Bill Blaha, seconded by Shyla Hess to approve the Revised FY2020 Budget. MC

Motion by Shyla Hess, seconded by Chris Youngbauer to approve the first reading of the following policies:

Policy 410 - Family and Medical Leave Policy

Policy 413 - Harassment and Violence

Policy 414 - Mandated Reporting of Child Neglect or Physical or Sexual Abuse

Policy 415 - Mandated Reporting of Maltreatment of Vulnerable Adults

Policy 616 - School District System Accountability

Policy 806 - Crisis Management Policy

Post-Issuance Debt Compliance Policy and Procedures

MC

Motion by Bill Blaha, seconded by Shyla Hess to approve Teacher Early Retirement Incentive Program. MC

Motion by Bill Blaha, seconded by Shyla Hess to approve Memorandum of Understanding (MOU) with VEA and IUOE-Local 70 for District Performance Stipend for \$500.00 per person. Roll call. Chris Youngbauer and Scott Veronen abstained as their spouses are members of VEA. MC

RESOLUTION RELATING TO 2019-2020 OPEN ENROLLMENT
(Effective January 20, 2020)

Member Bill Blaha introduced the following resolution and moved its adoption at the January 6, 2020 regular board meeting:

WHEREAS the State of Minnesota has established an open enrollment program permitting students to attend nonresident districts pursuant to the limitations of Minnesota Statutes§ 1240.03, and

WHEREAS the State of Minnesota has also established criteria for school districts to limit open enrollment applications based on district-wide grade level capacity, class, program, and school building capacity, and

WHEREAS the administration has determined that additional development and enrollment increases at Verndale High School have resulted in lack of space availability,

BE IT THEREFORE RESOLVED that for purposes of open enrollment, the following grade level cap will be in effect for the remainder of the 2019-2020 school year, Grade 7 capped at 56;

The motion for the adoption of the foregoing resolution was duly seconded by member Chris Youngbauer and upon a vote being taken thereon, the following voted in favor thereof: Tony

Stanley, Scott Veronen, Bill Blaha, Shyla Hess, Marcus Edin and Chris Youngbauer

And the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

RESOLUTION RELATING TO 2020-2021 OPEN ENROLLMENT

Member Scott Veronen introduced the following resolution and moved its adoption at the January 6, 2020 regular board meeting:

WHEREAS the State of Minnesota has established an open enrollment program permitting students to attend nonresident districts pursuant to the limitations of Minnesota Statutes § 1240.03, and

WHEREAS the State of Minnesota has also established criteria for school districts to limit open enrollment applications based on district-wide grade level capacity, class, program, and school building capacity, and

WHEREAS the administration has determined that additional development and anticipated enrollment increases at Verndale Elementary and High School have resulted in lack of space availability,

BE IT THEREFORE RESOLVED that for purposes of open enrollment, the following grade level caps will be in effect for the 2020-2021 school year, Grades K-12 capped at 56;

The motion for the adoption of the foregoing resolution was duly seconded by member Shyla Hess and upon a vote being taken thereon, the following voted in favor thereof: Scott Veronen, Bill Blaha, Shyla Hess,

Marcus Edin, Chris Youngbauer and Tony Stanley.

And the following voted against the same: None

Whereupon said resolution was declared duly passed and adopted.

Member Bill Blaha introduced the following resolution and moved its adoption:

RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFOR.

WHEREAS, there has been a reduction in student enrollment that may require the school district to reduce expenditures immediately, and

WHEREAS, this decrease in student enrollment may include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 818, as follows: That the

School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions and, as a result of a possible reduction in enrollment, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

The motion for the adoption of the foregoing resolution was duly seconded by Member Chris Youngbauer

and upon vote being taken thereon, the following voted in favor thereof: Bill Blaha, Shyla Hess, Marcus Edin, Chris Youngbauer, Tony Stanley, and Scott Veronen

and the following voted against the same: None

whereupon said resolution was declared duly passed and adopted.

Motion by Tony Stanley, seconded by Shyla Hess to approve the Garbage and Recycling Agreement with Waste Management. Roll call. MCU

Motion by Bill Blaha, seconded by Scott Veronen to approve terminating agreement for Business Management Services with Lakes Country Service Cooperative. Roll call. MCU

Board Members cast ballots for Sourcewell Ex-Officio Chief Executive Officers Election.

Administrative reports were given by Mr. Johnson, Mr. Follingstad and Mr. Brownlow.

Meeting adjourned at 7:57pm by Chairman of the Board, Marcus Edin.

Respectfully submitted by the Board,

Tony Stanley, Clerk

Mary Gronlund, Secretary