

**BOARD BRIEFS**  
**I.S.D. #553**  
**SPECIAL BOARD OF EDUCATION MEETING, MONDAY, JANUARY 8, 2019**

**CALL TO ORDER BY THE 2018 CHAIR-** at 6:00 pm.

**ATTENDANCE & DETERMINATION OF A QUORUM-** All School Board Members (Adams arrived at 6:03) and Superintendent B. Novak, M. Maki

**OATH OF OFFICE-** Member Amy Wallgren

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

**CALLING FOR THE NOMINATIONS FOR CHAIR-** Carlson nominated by Adams.

**VOTING FOR CHAIR-** Carlson as 2019 Board Chair. Approved.

**CALLING FOR THE NOMINATIONS FOR VICE CHAIR-** Ehnert nominated by Carlson.

**VOTING FOR VICE CHAIR-** Ehnert as 2019 Board Vice Chair. Approved.

**CALLING FOR THE NOMINATIONS FOR CLERK-** Adams nominated by Kane.

**VOTING FOR CLERK-** Adams as 2019 Board Clerk. Approved.

**CALLING FOR THE NOMINATIONS FOR TREASURER-** Hetland nominated by Kane.

**VOTING FOR TREASURER-** Hetland as 2019 Board Treasurer. Approved.

**NAMING 2019 OFFICIAL SCHOOL NEWSPAPER-** New York Mills Dispatch. Approved.

**NAMING 2019 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 2019 SCHOOL ATTORNEY-** Rupp, Anderson, Squires & Waldspurger, PA. Approved.

**NOTICE OF 2019 REGULAR SCHOOL BOARD MEETING DATES-** Regular Monthly Meeting Dates will be:

January	28	July	22
February	25	August	26
March	25	September	23
April	22	October	28
May	20	November	25
June	24	December	16

**LOCATIONS-** The meeting location will be High School Media Center.

**TIMES-** All Regular Meetings will be conducted at 6:00 pm, with the exceptions of June, July, and August when the meetings will be held at 4:00 pm.

**WORKSHOPS-** Quarterly workshops will be February 11, May 13, August 12 and November 4 or as needed.

**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: Adams

MSBA Legislative Liaison: Carlson

MSHSL School Board Representative: Kupfer

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: Adams, Ehnert, Hetland  
CURRICULUM, INSTRUCTION AND POLICY: Kane, Kupfer, Wallgren  
BUDGET AND FACILITIES: Carlson, Ehnert, Hetland  
SUPPORT SERVICES: Carlson, Adams, Kupfer

**BOARD STRATEGIC PLAN CHAMPIONS-**

STUDENT ACADEMICS: Kupfer  
PROFESSIONAL DEVELOPMENT: Ehnert  
TECHNOLOGY: Wallgren  
MARKETING & COMMUNICATION: Adams  
FACILITY: Carlson  
FINANCIAL RESOURCES: Kane  
HEALTH & WELLNESS: Hetland

**2019 SCHOOL BOARD COMPENSATION-** Per meeting compensation at \$75.00 with all day meetings at \$120.00.  
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 & Kupfer.

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

**ASSIGNING SPECIAL PROJECTS FOR 2019 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.

**PRESENTATION-** NYM2025.

**ADJOURNMENT-** 6:33 pm.