

BOARD BRIEFS
I.S.D. #553
SPECIAL BOARD OF EDUCATION MEETING, MONDAY, JANUARY 8, 2018

CALL TO ORDER BY THE 2017 CHAIR- at 6:00 pm.

ATTENDANCE & DETERMINATION OF A QUORUM- All School Board Members and Superintendent B. Novak

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

CALLING FOR THE NOMINATIONS FOR CHAIR- Carlson nominated by Hetland.

VOTING FOR CHAIR- Carlson as 2018 Board Chair. Approved.

CALLING FOR THE NOMINATIONS FOR VICE CHAIR- Ehnert nominated by Maijala.

VOTING FOR VICE CHAIR- Ehnert as 2018 Board Vice Chair. Approved.

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

VOTING FOR CLERK- Adams as 2018 Board Clerk. Approved.

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

VOTING FOR TREASURER- Hetland as 2018 Board Treasurer. Approved.

NAMING 2018 OFFICIAL SCHOOL NEWSPAPER- New York Mills Dispatch. Approved.

NAMING 2018 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 2018 SCHOOL ATTORNEY- Rupp, Anderson, Squires & Waldspurger, PA. Approved.

NOTICE OF 2018 REGULAR SCHOOL BOARD MEETING DATES- Regular Monthly Meeting Dates will be:

January	22
February	26
March	26
April	23
May	21 (Third Monday)
June	25
July	23
August	27
September	24
October	22
November	26
December	17 (3 rd Monday)

LOCATIONS- The meeting location will be Room #409.

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 12, May 14, August 13 and November 12 or as needed. Approved.

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: Kupfer
Community Education Delegate: Adams
MSBA Legislative Liaison: Carlson
MSHSL School Board Representative: Maijala
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, Majjala, Kupfer
BUDGET AND FACILITIES: Carlson, Ehnert, Hetland
SUPPORT SERVICES: Carlson, Adams, Kupfer

BOARD STRATEGIC PLAN CHAMPIONS-

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

2018 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 2018 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 >Grad Standards Coordinator >Human Rights Officer
ELEMENTARY PRINCIPAL: >Human Rights Officer > Curriculum 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 IN THE SUMMER OF 2018 WITH SPECIFIC DATE TO BE DETERMINED AND ADVERTISED- Approved.

ADJOURNMENT- 6:31 pm.