

**BOARD BRIEFS
INDEPENDENT SCHOOL DISTRICT NO. 553
SPECIAL BOARD OF EDUCATION MEETING
MONDAY, JANUARY 9, 2017**

ATTENDANCE: All School Board Members plus Superintendent B. Novak, M. Maki, Visitors T. Fresonke and Connie Vandermay of the press.

CALL TO ORDER BY THE 2016 CHAIR- at 6:06 pm.

OATH OF OFFICE FOR NEWLY ELECTED BOARD MEMBERS- Adams, Ehnert, Hetland, Kupfer

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

VOTING FOR CHAIR- Carlson 2017 Board Chair. Approved.

VOTING FOR VICE CHAIR- Ehnert 2017 Board Vice Chair. Approved.

VOTING FOR CLERK- Adams 2017 Board Clerk. Approved.

VOTING FOR TREASURER- Hetland 2017 Board Treasurer. Approved.

NAMING 2017 OFFICIAL SCHOOL NEWSPAPER- New York Mills Dispatch. Approved.

NAMING 2017 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 2017 SCHOOL ATTORNEY- Rupp, Anderson, Squires & Waldspurger, PA. Approved.

SETTING 2017 REGULAR MONTHLY MEETING DATES, SITE, AND TIME- Approved.

NOTICE OF 2017 REGULAR SCHOOL BOARD MEETING;

DATES- Regular Monthly Meeting Dates will be: January 23, February 27, March 27 , April 24, May 22 , June 26, July 24, August 28, September 25, October 23, November 27, December 18.

LOCATIONS- The meeting location will be HS Media Center.

TIMES- All Regular Meetings will be conducted at 6:00 pm.

WORKSHOPS- Quarterly workshops will be February 13, May 8, August 14 and November 13 or as needed.

SCHOOL BOARD COMMITTEE ASSIGNMENTS- 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: Kupfer, Kane, Maijala

BUDGET AND FACILITIES: Carlson, Ehnert, Hetland

SUPPORT SERVICES Carlson, Adams, Kupfer

BOARD STRATEGIC PLAN CHAMPIONS-

STUDENT ACADEMICS: Kupfer

PROFESSIONAL DEVELOPMENT: Ehnert

TECHNOLOGY: Maijala

MARKETING & COMMUNICATION: Adams

FACILITY: Carlson

FINANCIAL RESOURCES: Kane
HEALTH & WELLNESS: Hetland

2017 SCHOOL BOARD COMPENSATION- 60 per meeting, \$100 for all day meetings with an annual amount being President– \$600 and 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- Approved.

AUTHORIZING THE ELECTRONIC TRANSFER OF PAYROLL TAX DEPOSITS- Approved.

SETTING THE DATE and COMMITTEE FOR THE ANNUAL STAFF APPRECIATION DAY ACTIVITIES- 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 2017 TO SELECTED POSITIONS- Approved.

SUPERINTENDENT: >Legal & Compliance Officer >State Dept. Contact >Ex Officio Board Member > Otter Tail County Collaborative >LEA Representative >Special 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 2017 WITH SPECIFIC DATE TO BE DETERMINED AND ADVERTISED- Approved.

ADJOURNMENT- 6:24 pm.

UPCOMING MEETINGS
Regular Meeting – January 23, 2017 at 6:00 p.m.

