

MINUTES
I.S.D. NO. 553
New York Mills, Otter Tail County, Minnesota
SPECIAL BOARD OF EDUCATION MEETING, MONDAY, JANUARY 7, 2013

ATTENDANCE- All School Board Members plus Superintendent T. Cameron, M. Maki, Visitors J. Boe.

CALL TO ORDER BY THE 2012 PRESIDENT- at 6:00 pm.

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

VOTING FOR PRESIDENT- Grieger as 2013 Board President. Approved.

VOTING FOR VICE PRESIDENT- Carlson as 2013 Board Vice President. Approved.

VOTING FOR CLERK/TREASURER- Jacobson as 2013 Board Clerk/Treasurer. Approved.

NAMING 2013 OFFICIAL SCHOOL NEWSPAPER- Perham Focus_ Approved.

NAMING 2013 OFFICIAL DEPOSITORIES- Farmers and Merchants State Bank of New York Mills, Minnesota, Inc., the Liquid Asset School District Investment Fund. Approved.

NAMING THE 2013 SCHOOL ATTORNEY- the law firm of Rupp, Anderson, Squires & Waldspurger, P.A. Approved.

SETTING 2013 REGULAR MONTHLY MEETING DATES, SITE, AND TIME-

NOTICE OF 2013 REGULAR SCHOOL BOARD MEETING;

DATES- Regular Monthly Meeting Dates will be: January 28, February 25, March 25, April 22, May 20, June 24, July 22, August 26, September 23, October 28, November 25, December 16

LOCATION- The meeting location will be in the High School Media Center.

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

NOTICE OF 2013 BOARD WORKSHOPS- March 18, May 13, July 15, September 16, November 18. Approved.

SCHOOL BOARD COMMITTEE ASSIGNMENTS-

**SCHOOL BOARD REPRESENTATIVE
ASSIGNMENTS-**

OTTER TAIL FAMILY COLLABORATIVE: Wallgren
COMMUNITY EDUCATION DELEGATE: Adams
MSBA LEGISLATIVE LIAISON: Carlson
MSHSL SCHOOL BOARD REPRESENTATIVE: Ehnert
TEACHER LICENSE RENEWAL COMMITTEE: Hetland
FOOD SERVICE HEARING OFFICER: Grieger
REGION IV SERVICE COOP DELEGATE: Jacobson
SAR COMMITTEE BOARD REP: Vice President
C&C CHAMBER MEMBERSHIP: All School Board &
Administration
SPECIAL EDUCATION COOP: Superintendent

BOARD COMMITTEE ASSIGNMENTS-

POLICY COMMITTEE:
Jacobson, Carlson, Wallgren
INSURANCE COMMITTEE:
Carlson, Hetland, Ehnert
PERSONNEL COMMITTEE:
Jacobson, Adams, Hetland
INSTRUCTION COMMITTEE:
Grieger, Jacobson, Wallgren
SUPPORT SERVICE COMMITTEE:
Grieger, Adams, Ehnert
PLANT & EQUIPMENT COMMITTEE:
Carlson, Adams, Hetland
FINANCE & GOVERNMENTAL RELATIONS:
Grieger, Ehnert, Wallgren

2013 SCHOOL BOARD COMPENSATION- \$60 per meeting, \$100 for all day meetings with the annual amount being \$600 for President, \$450 for Clerk/Treasurer and \$400 for Vice-President and Directors. 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- Wallgren as the Ad Hoc Chair, plus Carlson and Grieger, for this activity with the date and theme to be determined by the committee.

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

ASSIGNING SPECIAL PROJECTS FOR 2013 TO SELECTED POSITIONS-

BE IT RESOLVED; The School District name the following positions to be responsible for the named 2013 Projects;

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

Approved.

AUTHORIZATION TO SELL ANY EXCESS SCHOOL EQUIPMENT AT PUBLIC AUCTION IN THE SUMMER OF 2013 WITH SPECIFIC DATE TO BE DETERMINED AND ADVERTISED- Approved.

SUPERINTENDENT VACANCY- Discussion only.

MSBA WINTER CONFERENCE- Discussion only.

ADJOURNMENT- 7:34 pm.

NEXT BOARD MEETING
Regular Meeting
January 28, 2013 at 6:00 PM

