

**BOARD BRIEFS  
I.S.D. NO. 553  
SPECIAL BOARD OF EDUCATION MEETING, MONDAY, JANUARY 6, 2014**

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

**CALL TO ORDER BY THE 2013 PRESIDENT-** at 6:33 pm.

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

**VOTING FOR CHAIR-** Carlson as 2014 Board Chair. Approved.

**VOTING FOR VICE CHAIR-** Wallgren as 2014 Board Vice Chair. Approved.

**VOTING FOR CLERK-** Adams as 2014 Board Clerk. Approved.

**VOTING FOR TREASURER-** Hetland as 2014 Board Treasurer. Approved.

**NAMING 2014 OFFICIAL SCHOOL NEWSPAPER-** Citizens Advocate of Henning as the official 2014 newspaper until the end of January when the New York Mills Dispatch becomes an official newspaper with the state, at which time the district official paper will change to the New York Mills Dispatch. Approved.

**NAMING 2014 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 2014 SCHOOL ATTORNEY-** The law firm of Rupp, Anderson, Squires & Waldspurger, PA for consultations at the discretion of the Superintendent or School Board. Approved.

**SETTING 2014 REGULAR MONTHLY MEETING DATES, SITE, AND TIME-**

**NOTICE OF 2014 REGULAR SCHOOL BOARD MEETING;**

**DATES-** Regular Monthly Meeting Dates will be: January 27, February 24, March 24, April 28, May19 (3<sup>rd</sup> Monday), June 23, July 28, August 25, September 22, October 27, November 24, December 15 (3<sup>rd</sup> Monday).

**LOCATIONS-** The meeting location will be Room 108 – High School Media Center

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

**SCHOOL BOARD COMMITTEE ASSIGNMENTS-** Approved.

**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

**2014 SCHOOL BOARD COMPENSATION-** \$80 per meeting or \$100 for all day meetings with an annual amount of \$600 for the Chair and \$400 for other board members. 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-** Named Ehnert as the Ad Hoc Chair, plus Wallgren & Carlson for this activity to be held Monday, June 2, 2014.

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

**ASSIGNING SPECIAL PROJECTS FOR 2014 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 2014 WITH SPECIFIC DATE TO BE DETERMINED AND ADVERTISED-** Approved.

**ADJOURNMENT-** 6:21 pm.

**NEXT MEETING - January 27, 2014 6:00 P.M.**