

MINUTES
RE-ORGANIZATIONAL & REGULAR BOARD MEETING
FRESHWATER EDUCATION DISTRICT # 6004
WEDNESDAY, JANUARY 23, 2019
CLC/FED, Staples, MN

CALLED TO ORDER by the 2018 Chair- Vince Hinojos at 5:03PM

ROLL CALL- Board: Vince Hinojos-Wadena-Deer Creek, Scott Veronen-Verndale, Jodi Hillmer-Browerville, Russ VanDenheuvel-Bertha-Hewitt, Rod Thalmann-Henning, Julia Kicker-Menahga, Charles Funk-Sebeka, Chuck Wolf-Long Prairie-Grey Eagle, Superintendents: Dave Fjeldheim-Sebeka, Lee Westrum-Wadena-Deer Creek, Directors: Jerry Nesland, Lori Murdock, Eric Weber, Administrative Recorder: Sharon Thiel, Others: Julie Nelson, Mayer, Porter, Nelson, CPA

ROTATION OF OFFICERS- MOTION BY Funk and SECONDED BY Thalmann to appoint the following officers for calendar year 2019, per the current FED Bylaws: Chair: S. Veronen, Verndale; Vice Chair: J. Hillmer, Browerville; Clerk: R. VanDenheuvel, Bertha-Hewitt; Treasurer: R. Thalmann, Henning. VOTE- U/C. *“Thank You” to Vince for his 2018 Freshwater Board leadership as the Governing Board Chair.*

PASSING OF THE GAVEL TO THE 2019 CHAIR AND APPROVING THE ORDERS OF THE DAY FOR THIS ORGANIZATIONAL AND REGULAR MEETING AGENDA; 5:04pm - MOTION BY VanDenheuvel and SECONDED BY Kicker to approve the agenda as presented. VOTE- U/C

VISITOR COMMENTS-

Facility Project 20/20 update by Eric Weber
FY-18 Audit presentation by Julie Nelson

APPROVAL OF PAST BOARD MINUTES- MOTION BY VanDenheuvel and SECONDED BY Funk to approve the 10.24.18 minutes as presented. VOTE- U/C

2019 ORGANIZATION OF THE BOARD–

SIGANATURE APPROVED- MOTION BY Thalmann and SECONDED BY Hinojos to authorize the use of a signature plate using the following signatures ***Scott Veronen- Chair, Russ VanDenheuvel- Clerk, and Rod Thalmann- Treasurer*** and that the following are authorized to sign necessary documents on behalf of the Freshwater Education District: *Jerald R. Nesland- Superintendent, Lori Murdock- Special Education Director, Sharon Parker- Finance Manager, Jordan Anderson-Finance Manager, Michelle Ladwig- Payroll Clerk, Stacy DeMars- Accounts Payable Clerk.* VOTE- U/C

OFFICIAL DEPOSITORIES- MOTION BY Funk and SECONDED BY Wolf to name the following as official depositories: *1st International Bank of Staples*, Minnesota, *Wadena State Bank* of Wadena, Minnesota, and *Minnesota School District Liquid Asset Fund*, and any other Minnesota FDIC financial institution, as well as authorizing Jerald R. Nesland, Sharon Parker, Jordan Anderson, Michelle Ladwig, and Stacy DeMars to invest funds in these institutions with evidence of sufficient collateral. VOTE- U/C

ELECTRONIC FUND TRANSFERS- MOTION BY Thalmann and SECONDED BY Kicker to authorize Jerald R. Nesland, Sharon Parker, Jordan Anderson, Michelle Ladwig, Stacy DeMars to make electronic fund transfers as outlined by State Statutes. VOTE- U/C

BOARD PER DIEM RATE- MOTION BY Funk and SECONDED BY Wolf to approve the Board Members and Supervising Superintendents per diem for regular/special and committee meetings to be set at the per diem rate of \$65 for meetings of 4 hours or less and \$125 for meetings in excess of 4 hours. Mileage to be reimbursed at the current Federal rate. VOTE- U/C

MEETING DATE/TIME/LOCATION- MOTION BY Thalmann and SECONDED BY VanDenheuvel to set the Regular Board meeting dates as follows: April (4/24/19-Wednesday) Wellness Center, Wadena, July (7/24/19-Wednesday) FED, Wadena, October (10/23/19-Wednesday) FED, Wadena, with starting time of 5pm. VOTE-U/C

OFFICIAL NEWSPAPER- MOTION BY VanDenheuvel and SECONDED BY Hinojos to name the *Staples World* as the 2019 official newspaper. VOTE-U/C

REPORT OF COMMITTEES AS NAMED BY THE 2019 CHAIR- Per Policy #213L the Chair announced his appointments to the 2019 Personnel Committee; *Scott Veronen*, *Charles Funk*, and *Rod Thalmann*.

REPORT OF APPOINTMENTS BY THE 2019 CHAIR- *Sourcewell* (Service Cooperative District #924): *Russ VanDenheuvel*, Otter Tail County Collaborative: *Rod Thalmann*, Todd County Collaborative: *Russ VanDenheuvel*, Two Supervising Superintendents: *Dave Fjeldheim* and *Lee Westrum*.

ANNUAL REVIEW OF MANDATED AND ANNUAL DESIGNATED POLICIES- MOTION BY Thalmann and SECONDED BY Funk to acknowledge the annual review of Policies numbered 102, 406L, 410, 413, 414, 415, 506, 514, 522, 524L, 616, and 714L and action to direct the Superintendent to maintain the district Policy Manual in accordance with any MSBA recommended legal revisions and/or legislative mandatory revisions. VOTE-U/C.

CALLING FOR FINANCIAL AUDIT PROPOSALS- MOTION BY Funk and SECONDED BY Kicker to direct the Superintendent to solicit three year, subject to performance, CPA audit proposals, for the April Board consideration.

DISCUSSION: Comment from Superintended Nesland; *“Thank You” to Nelson, Porter & Meyer for their professional auditing service they have provided for many years to Freshwater Education District and informing the Board that the firm has informed him that they will not be continuing to audit schools.*

NAMING THE 2019 DESIGNATED SCHOOL LAW FIRMS- MOTION BY VanDenheuvel and SECONDED BY Hinojos to name *Hitesman & Associates, P.A., Maple Grove; Kennedy & Graven, Mpls; Pederson & Pederson P.A., Wadena, as well as Pemberton Law, Wadena;* as the 2019 Consulting Law Firms for the Freshwater Education District and to limit authorization to contact to the Superintendent, the Special Education Director, the Assistant Director and the current Freshwater Chair. VOTE-U/C

ACTION TO AUTHORIZE E-SERVICES ROLES- MOTION BY Thalmann and SECONDED BY Funk to name *Sharon Parker, Business Manager, Jordan Anderson, Business Mgt. and Michelle Ladwig, Payroll Clerk,* as Freshwater E-Service. VOTE- U/C

DESIGNATION OF IDENTIFIED OFFICIAL WITH AUTHORITY FOR MDE EXTERNAL USER ACCESS RECERTIFICATION SYSTEM- MOTION BY Hinojos and SECONDED BY Wolf to Authorize *Jerald Nesland* to act as the Identified Official with Authority (IOwA) and *Sharon Thiel* to act as the IOwA to add and remove names only for the Freshwater Education District No. 6004-61. VOTE-U/C

~~~~~ **END OF ORGANIZATIONAL MEETING TOPICS** ~~~~~

**OLD BUSINESS-**

**REVIEW OF THE SUPERINTENDENT MEETING MINUTES- MOTION BY Thalmann and SECONDED BY VanDenheuvel** to accept the 11.14.18 & 1.10.19 Superintendent Advisory Council Meeting Minutes as presented. VOTE-U/C

**REVIEW** of 12.5.18 Freshwater Legislative Day Activity; *with low attendance of Senators and House Representatives, suggestion of Superintendents and Board Members meeting Legislators at the Capitol the day before MASA Conference and/or to schedule this activity in the off year of elections in the month of September or October at a Freshwater location.*

**REVIEW** of 2019 FED Superintendents Meeting Dates and Locations

**NEW BUSINESS-**

**EARLY CHILDHOOD/FAMILY EDUCATION REPORT;**

**REVIEW** of ECFE & School Readiness Enrollment Numbers by Site.

**READING FOR THE FUTURE (RFF) DONATIONS-** MOTION BY Hinojos and SECONDED BY Wolf to accept the following donations for the Reading for the Future (RFF) Program: \$50~ Faith Lutheran Church Men, Staples, MN; \$100~MN National Bank, Sauk Centre, MN; \$75~MidMinnesota Federal Credit Union, Staples, MN; \$150~Long Prairie Packing Co, Long Prairie, MN; \$25~Mayer, Porter & Nelson, LTD, Staples, MN; \$200~Trident Seafood's, Motley, MN; \$50~The Shante, Staples, MN; \$300~Lincoln Scandia Valley Lions Club, Motley, MN; \$50~Long Prairie Dairy Queen, Long Prairie, MN; \$100~Star Bank, Bertha, MN; \$250~Browerville Lions Gaming, Browerville, MN; \$100~American Legion Post, Motley MN; \$100~Staples Lions Club, Staples; \$250~Lincoln area Business Association, Lincoln, MN; VOTE-U/C

**SPECIAL EDUCATION REPORT;**

**ADOPTION OF 2019-2020 LEVEL IV SCHOOL CALENDAR-** MOTION BY VanDenheuvel and SECONDED BY Kicker to adopt the 2019-2020 Level IV School calendar of 180 Teacher days and 170 Student days as presented. VOTE-U/C.

**UPDATE** of Speech Service and Freshwater Assistance; *with the increase of needs will be hiring an additional SLP and SLPA to be shared between Districts.*

**UPDATE** of Social Work Time needed for Level IV Program for upcoming 19-20 School Year; *with adding an additional Level IV Classroom there is a need to add a part-time social worker and with the possibility of selling time to another district that is in need.*

**UPDATE** of FED Special Education Advisory Council Meeting; *Eric Weber, Assistant Director reviewed minutes.*

**ACTION TO APPROVE LEVEL IV STUDENT PIZZA FUNDRAISER-** MOTION BY VanDenheuvel and SECONDED BY Wolf to approve the Level IV Students Pizza Fundraiser as presented. VOTE-U/C

**ACTION TO APPROVE LEVEL IV STUDENT ACTIVITIES-** MOTION BY Hinojos and SECONDED BY Kicker to approve approximately fourteen (14) Level IV Student Activities to be funded through the student activity fund. VOTE-U/C

**ACTION TO APPROVE TO ADVERTISE AN RFP OF MENTAL HEALTH PROPOSAL-** MOTION BY Thalmann and SECONDED BY VanDenheuvel to authorize the advertisement of an RFP for Mental Health Services for the Level IV Program. VOTE-U/C

**ALC/TARGETED SERVICES REPORT;**

**ACTION TO ADOPT THE 2019-2020 ALC SCHOOL CALENDAR OF 180**

**TEACHER / 170 STUDENT DAYS-** MOTION BY Funk and SECONDED BY Kicker to adopt the 2019-2020 ALC School calendar of 180 Teacher days and 170 Student days as presented. VOTE-U/C

**REVIEW** of current ALC Outreach Programs

**ACTION TO APPROVE WE CHARITY DONATION TO THE W-ALC-** MOTION BY Wolf and SECONDED BY VanDenheuvel to approve donation of \$1,000 from *WE CHARITY* to the W-ALC for WE Projects. VOTE-U/C

**ACTION TO APPROVE THE 2019 OPERATING AGREEMENT WITH THE RISING PHOENIX-** MOTION BY Hinojos and SECONDED BY Wolf to approve the 2019 Operating Agreement with *The Rising Phoenix* for cleaning services for the Wadena ALC Site. VOTE-U/C

**ACTION TO APPROVE CMERDC EQUIPMENT MAINTENANCE AGREEMENT-** MOTION BY Thalmann and SECONDED BY Hinojos to approve the CMERDC Kyocera Copy Machine Equipment Maintenance Agreement for the Staples ALC *per copy as presented*; VOTE-U/C

| <u>SITE</u> | <u>#OF COPIERS</u> | <u>FEB 1 – JUNE 30, 2019</u>                                                                                           |
|-------------|--------------------|------------------------------------------------------------------------------------------------------------------------|
| Staples ALC | 1                  | .0068 (black & white copies)<br>.04 (Level 1 color copies)<br>.05 (Level 2 color copies)<br>.06 (Level 3 color copies) |

**ACTION TO APPROVE THE AG LITERACY GRANT AWARD FOR THE STAPLES ALC-** MOTION BY Funk and SECONDED BY Kicker to approve the Ag Literacy Grant Award in the amount of \$1000 for the Staples ALC. VOTE-U/C

**TECHNOLOGY REPORT;**

**APPROVE THE MODIFIED FY-19 INTERNET BID-** MOTION BY VanDenheuvel and SECONDED BY Kicker to accept the modified FY-19 Internet Bid from *West Central Telephone Association, Menahga, MN* at a pre E-Rate monthly cost of \$1,129.68, effective July 1, 2018. VOTE-U/C

**UPDATE** of Installment of new WAN switches for WALC & Sebeka along with the Deer Creek switch to be moved in July to the new building location in Wadena.

**ADULT BASIC EDUCATION/GED;**

**ACTION TO APPROVE LAKES AND PRAIRIES DISSOLUTION AGREEMENT-** MOTION BY Hinojos and SECONDED BY VanDenheuvel to approve the addition of the following school districts; *Bertha, Menahga, Sebeka, Wadena, and Verndale*, to the current Freshwater Education District ABE Consortium of the following members; *Long Prairie, Little Falls, Pillager, Staples-Motley, Royalton, Pierz, Browerville, Swanville, and Upsala*. Also, to authorize the purchase of an ABE Community Ed. Teacher, effective the 2019-2020 school year, from the Wadena School District per terms and conditions set forth in a continuing agreement until either party terminates its effect. VOTE-U/C

**MEMBER SERVICES AND OTHER NEW BUSINESS;**

**ACTION TO APPROVE OF ALTERNATIVE CAREERS PATHWAYS MEMO OF UNDERSTANDING-** MOTION BY VanDenheuvel and SECONDED BY to approve the three (3) year *Alternative Careers Pathways Understanding*, between the FED #6004-61 and EMFED #7335. VOTE-U/C

**REVIEW** on the upcoming MSBA Legislative Day, Monday, March 25<sup>th</sup>, 2019; Member District Paraprofessional/Teacher Assistant Salary & Benefits and review of current Financial/Banking Services.

**BOARD COMMITTEES & CONSULTANTS-**

**REVIEW** of *Circle of Parents* Advisory Meeting Minutes.

**BUSINESS, FINANCE, AND NEW BUSINESS-**

**REVIEW OF MEMBER SUMMARY OF SERVICES-** *Annually, we review the programs and services of Freshwater on an individual district level. Change for 2019–2020 School Year; ISD 2155 added Community Ed Licensed Director Service and Consortium Internet Services with ISD 2170 are pending.*

**FINANCIAL REPORTS AND CURRENT BILLS-** MOTION BY Thalmann and SECONDED BY Wolf to approve the October 20, 2018 through January 18, 2019 cash reports and payments of checks numbered 121327 thru 121611. VOTE-U/C

**ACTION TO ACKNOWLEDGE RECEIPT AND REVIEW OF THE FY-18**

**FINANCIAL AUDIT-** MOTION BY VanDenheuvel and SECONDED BY Kicker to acknowledge receipt and review of the 2017-2018 financial audit and direct the auditing firm to forward a copy to the Minnesota Department of Education. VOTE-U/C

**ACTION TO AFFIRM THE PURCHASE OF PART-TIME BUSINESS OFFICE**

**SERVICES-** MOTION BY Funk and SECONDED BY VanDenheuvel to affirm the 16 month administrative action of filling the Freshwater Business Managers vacancy with a part-time 16 month vendor contract with the *Lakes Country Service Cooperative*, effective 2/1/19 thru 6/30/20. VOTE-U/C

**ACTION TO AUTHORIZE THE ADMINISTRATION TO PURCHASE A 4X4 PICKUP-** MOTION BY Wolf and SECONDED BY Thalmann to allow the Freshwater Superintendent to seek and secure a Service Cooperative bid 4X4 pick-up at a cost not to exceed \$29,800. The Chair, Veronen, signified an Abstention before calling for the VOTE- Yes; Funk, Wolf, Hillmer, VanDenheuvel, Thalmann and Kicker. No; None. Motion Carries.

**ACTION TO AUTHORIZE THE BOARD TO COMMIT AN ADDITIONAL \$50,000 & ANY INTEREST EARNED FROM THE HRA INVESTMENT ACCOUNT TO THE OPEB RESERVED ACCOUNT-** MOTION BY Thalmann and SECONDED BY Hinojos to commit \$50,000 and interest earned from the HRA investment account to the OPEB reserve account for future OPEB obligations. VOTE-U/C

**ACTION TO APPROVE A TWO-YEAR EXTENSION OF LP-ALC LEASE-** MOTION BY VanDenheuvel and SECONDED BY Kicker to approve a two (2) year extension lease rate for the LP-ALC for FY-20 & FY-21 at current \$4.35 sq.ft with Long Prairie-Grey Eagle School District. Also, let it be known that this two-year agreement allows an additional two-years, the same terms and conditions, subject to space availability of the local school district. VOTE-U/C

**ACTION TO ADOPT FY-19 TEACHER – ITINERANT SENIORITY LIST-** MOTION BY Funk and SECONDED BY Thalmann to approve and post the FY-19 Freshwater Teacher-Itinerant Seniority list as presented. VOTE-U/C

**ACTION TO APPROVE THE 2018-2019 SPED PARA SENIORITY LIST-** MOTION BY Wolf and SECONDED BY Hinojos to approve and post the 2018-2019 SpEd Para seniority list as presented. VOTE-U/C

**ACTION TO APPROVE THE 2018-2019 SPED REGULAR VAN ROUTE DRIVERS SENIORITY LIST-** MOTION BY VanDenheuvel and SECONDED BY Wolf to approve and post the 2018-2019 SpEd Regular Van Route Drivers seniority list as presented. VOTE-U/C

**REVIEW** of the annual Administrative Memo regarding Probationary and Term Employees and Classified Employee First Date of Employment List.

**ACTION TO APPROVE THE REVISED CURRENT YEAR BUDGET- MOTION BY** Thalmann and **SECONDED BY** Hinojos to approve Revision II modification of the current FY-19 financial budget. **VOTE: U/C**

FY-19 Budget Revision II;

| <u>FUND</u>          | <u>REVENUE</u> | <u>EXPENDITURES</u> |
|----------------------|----------------|---------------------|
| 01 General           | \$9,639,690    | \$11,133,374        |
| 04 Community Service | \$ 657,756     | \$ 652,871          |
| 06 Construction Fund | \$5,029,176    | \$ 5,029,176        |
| 09 Agency Fund (HRA) | \$ NA          | \$ NA               |

**SOURCEWELL SERVICE CO-OP REGION V, SUB-REGION I, BOARD**

**MEMBER ELECTION-**Each Freshwater Board Member has the opportunity to vote for one of the three candidates. S. Thiel collected the Ballots and J. Nesland delivered them.

**ACTION TO AUTHORIZE THE ADMINISTRATION TO SEEK AND FILL A BUILDINGS, EQUIPMENT & GROUND MANAGER POSITION. MOTION BY**

Hinojos and **SECONDED BY** Thalmann to approve to advertise and fill a Building, Equipment and Ground Manager position of 1 FTE effective on or before April 1, 2019. **VOTE-U/C**

**ACTION TO AUTHORIZE FOR THE BOARD TO “COMMIT” \$50,000 TO THE RESERVED ACCOUNT- MOTION BY** VanDenheuvell and **SECONDED BY** Wolf to commit \$50,000 to the Facilities Reserve Account for future facility construction or maintenance obligations. **VOTE-U/C**

**ACTION TO APPROVE LEASE SPACE AGREEMENT WITH PILLAGER ISD #116 FOR THE PILLAGER-ALC- MOTION BY** Hinojos and **SECONDED BY** Funk to approve a lease space agreement for the Pillager-ALC, in the amount of \$160/month with Pillager School District. **VOTE-U/C**

**ACTION TO ACCEPT THE PURCHASE AGREEMENT FOR THE PROPERTY LOCATED AT 910 ASH AVE NE, WADENA, MN- MOTION BY** VanDenheuvell and **SECONDED BY** Thalmann to accept the purchase agreement for the property located at 910 Ash Ave NE, Wadena, MN (Special Education Building) with an offer of \$245,000 per terms and conditions of this Agreement. **VOTE- Yes; Funk, Wolf, Hinojos, Veronen, Hillmer, VanDenheuvell, Thalmann and Kicker. No; None. Motion Carries.**

**PERSONNEL TOPICS AND CONSENT AGENDA ITEMS- With the request by Board Member Funk of item#13 to be moved as a single action item. MOTION BY** VanDenheuvell and **SECONDED BY** Hinojos to approve the items as follows:



**SPECIAL EDUCATION:**

1. Resignation of Sheena Ziegler, SpEd Paraprofessional/RVR Driver, effective November 8, 2018, AND
2. Hiring of Ashley Voight, Long-Term Speech Substitute, effective January 26, 2019 for 9 weeks, AND
3. Increase in Hours for Melody Rasmussen, SpEd Paraprofessional/RVR Driver from 1162.25 hrs to 1209 hrs, effective November 8, 2018, AND
4. Renaming of Wendy Irons, Program Support/E-Rate Clerk to Third Party Billing/E-Rate Clerk, effective January 2, 2019, AND
5. Hiring of Lee Lorentz, SpEd Paraprofessional at the Level IV Program, effective November 19, 2018, AND
6. Hiring of Mary Jensen, Long-Term Substitute Teacher, effective November 19, 2018 thru January 1, 2019, AND
7. Increase in Hours for Marlo Benning, Program Assistant from 1020 hrs, Grade 8/Step 1 to 1395 hrs, .6 at Grade 8/Step 1 and .4 at Grade 9/Step 1, effective January 1<sup>st</sup>, 2019, AND
8. Hiring of Victoria Paavola, ECSE Teacher at BA/Step 1, effective January 5, 2019, AND
9. Permission to advertise and hire 1 FTE, B-3 Speech Pathologist for the remainder of 18/19 School Year, AND
10. Permission to advertise and hire 1 FTE, Speech Pathologist Assistant for the remainder of the 18/19 School Year, AND
11. Permission to advertise and hire two (2) 1 FTE EBD Instructor for the Level IV Program, effective for the 19/20 School Year, AND
12. Permission to advertise and hire .6 FTE, Social Worker, effective the 19/20 School Year. VOTE-U/C

**AGENCY WIDE/BUSINESS OFFICE:** MOTION BY Funk and SECONDED BY Thalmann to accept with regret as well as to thank Sharon Parker for the many years of service to Freshwater Education District.

13. Retirement of Sharon Parker, Business Manager, effective June 30, 2019.  
VOTE-U/C

**ADJOURNMENT-** MOTION BY Hinojos and SECONDED BY Wolf to adjourn the meeting at 7:29p.m. VOTE-U/C