

Special Organizational Meeting
Independent School District 564 – Board of Education
January 4, 2022
12:00 p.m.
DSC Board Room

A Special Organizational Meeting of Independent School District #564 was held on Tuesday, January 4, 2022, in the DSC Board Room. Chairperson Wayne Nomeland called the meeting to order at 12:00 p.m.

The following Board members were present: Michelle Westerman, Ryan Walseth, Misty Hempel, Craig Mattson, Chris Melbye, Wayne Nomeland, & Mike Spears. Staff members in attendance were: Donita Stepan, Tanya Monson-Ek, Melissa Bushy, and Sara Olson. Also in attendance were: Marlene Anderson and Dave Hill.

A motion was made by Misty Hempel and seconded by Michelle Westerman to call the meeting to order and establish that a quorum is present. Motion carried unanimously.

A motion was made by Mike Spears and seconded by Misty Hempel to approve the January 4, 2022 agenda as presented. Motion carried unanimously.

Superintendent Stepan led the Board of Education in administering the School Board Member Oath of Office. This oath affirms their commitment to supporting the Constitution of the United States and the State of Minnesota and to faithfully discharge their duties as members of the School Board of ISD #564.

Chairperson Nomeland called for nominations for the position of Chairperson. Ryan Walseth was nominated for Board Chairperson. The board voted on the nomination with a unanimous vote to accept the election of Ryan Walseth as Chair. Motion carried unanimously.

Chairman Walseth called for nominations for the position of Vice Chairperson. Misty Hempel was nominated for Vice Chair. The board voted on the nomination with a unanimous vote to accept the election of Misty Hempel as Vice Chair. Motion carried unanimously.

Chairman Walseth called for nominations for the position of Treasurer. Chris Melbye was nominated. The board voted on the nomination with a unanimous vote to accept the election of Chris Melbye as Treasurer. Motion carried unanimously.

Chairman Walseth called for nominations for the position of Clerk. Michelle Westerman was nominated. The board voted on the nomination with a unanimous vote to accept the election of Michelle Westerman as Clerk. Motion carried unanimously.

MSBA Officers' Workshop:

Two day “virtual” workshop February 2 & 3, 2022 or February 9 & 10, 2022 or a one day “in person” workshop on February 26, 2022. Time and location TBD. Registration is coming soon. Please let Melissa know if you are interested in attending.

A motion was made by Mike Spears and seconded by Craig Mattson authorizing to designate the Clerk duties. Upon a roll call vote, the following voted in favor of: Hempel, Spears, Nomeland, Melbye, Westerman, Ryan Walseth and Mattson. Motion carried unanimously.

WHEREAS, Minnesota Statutes §123B.14, Subd. 1. empowers the School Board to assign the duties of the office of Clerk of the School Board to one person in the Office of Business Affairs of the School District.

WHEREAS, the School District has decided to assign the duties of the Clerk to one person in the Office of Business Affairs.

THEREFORE, BE IT RESOLVED THAT Executive Assistant to the School Board & Superintendent of the School District is designated by the School Board of Independent School District No. 564 to perform the duties of Clerk of the District.

A motion was made by Misty Hempel and seconded by Mike Spears authorizing to designate the Treasurer duties. Upon a roll call vote, the following voted in favor of: Nomeland, Spears, Mattson, Walseth, Hempel, Westerman and Melbye. Motion carried unanimously.

WHEREAS, Minnesota Statutes §123B.14, Subd. 1. empowers the School Board to assign the duties of the office of Treasurer of the School Board to one person in the Office of Business Affairs of the School District.

WHEREAS, the School District has decided to assign the duties of the Treasurer to one person in the Office of Business Affairs.

THEREFORE, BE IT RESOLVED THAT Business Manager of the School District is designated by the School Board of Independent School District No. 564 to perform the duties of Treasurer of the District.

A motion was made by Wayne Nomeland and seconded by Craig Mattson authorizing Superintendent Donita Stepan to employ legal counsel for the school district. Upon a roll call vote, the following voted in favor of: Spears, Mattson, Hempel, Westerman, Melbye, Walseth and Nomeland. Motion carried unanimously.

Recommendation: Designate *Rupp, Anderson, Squires, and Waldspurger, PA* as the legal counsel for ISD 564.

WHEREAS, from time to time problems arise which require consultation with legal counsel;

WHEREAS, the School Board may not have time to meet specifically to hire legal counsel for a particular circumstance that has arisen and, therefore, a general authorization to contract legal counsel is necessary;

WHEREAS, the School Board reserves the right to hire any legal counsel of its choice for any particular matter;

NOW, THEREFORE, BE IT RESOLVED, by the School Board of Independent School District #564 as follows: That the Superintendent or School Board designee be and hereby is authorized to contact legal counsel as needed.

A motion was made by Mike Spears and seconded by Michelle Westerman to designate the **THIEF RIVER FALLS TIMES** as the official newspaper for School Board business for 2022. Motion carried unanimously.

A motion was made by Misty Hempel and seconded by Craig Mattson to schedule the following Regular Board Meetings in 2022, unless changed by formal action, with a suggested starting time of 6:00 p.m. with Special Board Meetings scheduled by Board action as necessary. If a School Board Meeting is canceled the make up date will be the following day, same location and time. Motion carried unanimously.

January 10 & 24
February 14 & 28
March 14 & 28
April 11 & 25
May 9 & 23
June 13

July 11 & 25
August 8 & 22
September 12 & 26
October 11* & 24
November 14 & 28
December 12**

Please be aware of the months with five Mondays: May, August, and October.

**The following moved due to meeting restrictions: * Columbus Day Observation*

***The following meeting will be at 5 pm.*

A motion was made by Michelle Westerman and seconded by Wayne Nomeland to approve the following procedure as outlined by MSBA. Motion carried unanimously.

M.S. 123B.195 BOARD MEMBERS' RIGHT TO EMPLOYMENT

Notwithstanding section 471.88, subdivision 5, a school board member may be newly employed or may continue to be employed by a school district as an employee only if there is a reasonable expectation at the beginning of the fiscal year or at the time the contract is entered into or extended that the amount to be earned by that officer under that contract or employment relationship will not exceed \$8,000 in that fiscal year. (This does not include board and negotiator's salaries). Notwithstanding section 122A.40 or 122A.41 or other law, if the officer does not receive majority approval to be initially employed or to continue in employment at a meeting at which all board members are present, that employment is immediately terminated and that officer has no further rights to employment while serving as a school board member in the district.

A motion was made by Mike Spears and seconded by Chris Melbye to approve the resolution to designate the following depositories: Border Bank, Bremer Bank, Northern State Bank, MN Liquid Asset Fund, and PMA Financial Network. Upon a roll call vote, the following voted in favor of: Melbye, Hempel, Walseth, Westerman, Mattson, Spears, and Nomeland. Motion carried unanimously.

A motion was made by Michelle Westerman and seconded by Chris Melbye to approve the delegation of authority to make electronic funds transfers to the following District employees: Tanya Monson-Ek, Janet Wiskow, and Christy Sorenson. Motion carried unanimously.

A motion was made by Mike Spears and seconded by Wayne Nomeland to approve a two percent increase for the 2022 School Board salaries. Motion carried unanimously.

Chairperson - \$4,729
Vice Chairperson - \$4,111
Clerk - \$3,828
Treasurer - \$3,828
Directors - \$3,603
Lead Negotiator - \$876
Negotiators - \$770

The 2022 Proposed Board Assignments were reviewed and mutually agreed upon:

	2022 Committee Assignments						
Athletics & Activities					Craig Mattson	Ryan Walseth	Chris Melbye
Career & Technical Education	Mike Spears						Chris Melbye
Community Ed		Misty Hempel	Michelle Westerman - ALT				
Continuing Education							Chris Melbye
Crisis Management/Liaison Officer	Mike Spears		Michelle Westerman				
Curriculum Advisory		Misty Hempel					Chris Melbye
Early Childhood Coalition/ECFE		Misty Hempel	Michelle Westerman - ALT				
Facilities	Mike Spears				Craig Mattson	Ryan Walseth	
Finance	Mike Spears			Ryan Walseth			Chris Melbye
MEC Outreach				Wayne Nomeland - ALT		Ryan Walseth	
Meet & Confer	Mike Spears	Misty Hempel					Chris Melbye
MSBA Outreach					Craig Mattson		
MSHSL Outreach				Ryan Walseth			
Multicultural Advisory Comm				Wayne Nomeland			
Negotiations				Wayne Nomeland	Craig Mattson		Chris Melbye

NW ALC Advisory	Mike Spears			Wayne Nomeland			
NWSC Outreach					Craig Mattson		Chris Melbye
Policy Board		Misty Hempel	Michelle Westerman			Wayne Nomeland	
Staff Development			Michelle Westerman				Chris Melbye -ALT
Strategic Planning	Mike Spears	Misty Hempel	Michelle Westerman	Wayne Nomeland	Craig Mattson	Ryan Walseth	Chris Melbye
Technology						Ryan Walseth	
Transportation		Misty Hempel	Michelle Westerman	Ryan Walseth			
Wellness					Craig Mattson		

A motion was made by Misty Hempel and seconded by Mike Spears to adjourn the 2022 Organizational Meeting at 12:28 pm. Motion carried unanimously.

/s/
Ryan Walseth, Chair

/s/
Michelle Westerman, Clerk