

**Special Organizational Meeting  
Independent School District 564 – Board of Education  
January 7, 2021  
12:00 p.m.  
DSC Board Room**

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A Special Organizational Meeting of Independent School District #564 was held on Thursday, January 7, 2021, 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, Amber Lindgren, Tim Vagle, Cindy Sanden, and Bob Wayne. Also in attendance was Marlene Anderson and Dave Hill.

A motion was made by Misty Hempel and seconded by Mike Spears to call the meeting to order and establish that a quorum is present. Upon a roll call vote, the following voted in favor of: Melbye, Walseth, Hempel, Nomeland, Mattson, Westerman, and Spears. Motion carried unanimously.

A motion was made by Craig Mattson and seconded by Ryan Walseth to approve the January 7, 2021 agenda as presented. Upon a roll call vote, the following voted in favor of: Spears, Melbye, Walseth, Hempel, Nomeland, Mattson, and Westerman. 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. Wayne Nomeland was nominated for Board Chairperson. The board voted on the nomination with a majority vote to accept the election of Wayne Nomeland as Chair. In favor of Wayne Nomeland: Walseth, Spears, Westerman, Hempel, Nomeland, Mattson, and Melbye. Motion carried unanimously.

Chairman Nomeland called for nominations for the position of Vice Chairperson. Misty Hempel was nominated for Vice Chair. The board voted on the nomination with a majority vote to accept the election of Misty Hempel as Vice Chair. In favor of Misty Hempel: Melbye, Mattson, Nomeland, Hempel, Westerman, Spears and Walseth. Motion carried unanimously.

Chairman Nomeland called for nominations for the position of Treasurer. Chris Melbye was nominated. The board voted on the nomination with a majority vote to accept the election of Chris Melbye as Treasurer. In favor of Chris Melbye: Spears, Hempel, Nomeland, Mattson, Melbye, Westerman, and Walseth. Motion carried unanimously.

Chairman Nomeland called for nominations for the position of Clerk. Mike Spears was nominated. The board voted on the nomination with a majority vote to accept the election of Mike Spears as Clerk. In favor of Mike Spears: Hempel, Westerman, Walseth, Spears, Nomeland, Mattson, and Melbye. Motion carried unanimously.

A motion was made by Michelle Westerman and seconded by Misty Hempel the authorization 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 Mike Spears and seconded by Ryan Walseth 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 Chris Melbye and seconded by Misty Hempel 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 Michelle Westerman and seconded by Mike Spears to designate the **THIEF RIVER FALLS TIMES** as the official newspaper for School Board business for 2021. Upon a roll call vote, the following voted in favor of: Spears, Melbye, Walseth, Hempel, Nomeland, Mattson, and Westerman. Motion carried unanimously.

A motion was made by Misty Hempel and seconded by Craig Mattson to schedule the following Regular Board Meetings in 2021, 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 cancelled the make up date will be the following day, same location and time. Upon a roll call vote, the following voted in favor of: Hempel, Westerman, Walseth, Nomeland, Spears, Melbye, and Mattson. Motion carried unanimously.

January 11 & 25  
February 8 & 22  
March 8 & 22  
April 12 & 26  
May 10 & 24  
June 28

July 12 & 26  
August 9 & 23  
September 13 & 27  
October 12\* & 25  
November 8 & 22  
December 13\*\*

*Please be aware of the months with five Mondays: March, May, August, and November.*

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

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

A motion was made by Misty Hempel and seconded by Mike Spears to approve the following procedure as outlined by MSBA. Upon a roll call vote, the following voted in favor of: Spears, Melbye, Walseth, Hempel, Nomeland, Mattson, and Westerman. 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 Chris Melbye and seconded by Mike Spears to approve the resolution to designate the following depositories: Border 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 Misty Hempel and seconded by Chris Melbye to approve the delegation of authority to make electronic funds transfers to the following District employees: Tanya Monson-Ek, Marcie Fisher, and Christy Sorenson. Upon a roll call vote, the following voted in favor of: Spears, Melbye, Walseth, Hempel, Nomeland, Mattson, and Westerman. Motion carried unanimously.

A motion was made by Michelle Westerman and seconded by Mike Spears to approve the 2021 School Board salaries. Upon a roll call vote, the following voted in favor of: Walseth, Nomeland, Spears, Melbye, Westerman, Mattson, and Hempel. Motion carried unanimously.

Chairperson - \$4,636  
 Vice Chairperson - \$4,030  
 Clerk - \$3,753  
 Treasurer - \$3,753  
 Directors - \$3,532  
 Lead Negotiator - \$859  
 Negotiators - \$755

The 2021 Proposed Board Assignments were reviewed and mutually agreed upon:

<b>Board Committees</b>	<b>School District Advisory Groups</b>	<b>Community Outreach</b>
Facilities Committee	Activities Advisory Group	NWSC Outreach
Finance Committee	CTE Advisory Group	Meet and Confer Outreach
Negotiations Committee	Crisis Management Advisory Group	MEC Outreach
Strategic Planning Committee	Wellness Advisory Group	MSBA Outreach
Transportation Committee	Multicultural Advisory Group	MSHSL Outreach
Policy Committee	NwALC Advisory Group	
	Curriculum Advisory Group	
	Staff Development Advisory Group	
	Technology Advisory Group	
	Community Education Advisory Group	
	Early Childhood Advisory Group	
	Continuing Education Group	

The Organizational Meeting adjourned at 12:42 p.m.

**Wayne Nomeland, Chair**  
*/s/*

**Mike Spears, Clerk**  
*/s/*