



**OFFICIAL MINUTES
ORGANIZATIONAL SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT NO. 882
MONTICELLO, MINNESOTA**

January 8, 2024 5:00 PM

This School Board Meeting will take place in the Board Room at 302 Washington Street, Monticello with a YouTube [livestream](#).

Board Members: Mark Branson, Melissa Curtis, Jeff Hegle, Casey Root, Jamie Sieben, Kathy Ziebarth

AGENDA:

1. **Call to Order - 5:00 p.m.**
2. **Pledge of Allegiance**
3. **Approval of the Agenda (Action) - Motion by Melissa Curtis, Second by Casey Root. Approved 6-0.**
4. **Organization of the Board - Any member of the board may nominate any other board member, including themselves; nominations do not require a second. All positions require three calls for nominations before closing out the nomination process. If a single nomination is made, the board chair will announce the election by acclamation. If there are multiple nominations, a vote is required.**
 - A. **Election of the Chairperson (Action) - Acting Board Chair**
Melissa Curtis nominated Kathy Ziebarth for Board Chair. Kathy Ziebarth asked for any other nominations. Following her request, nominations ceased. A vote was taken, with all six members voting for Kathy Ziebarth. Having received all six votes, Kathy Ziebarth was declared elected as School Board Chair.
 - B. **Election of the Vice-Chair/Treasurer (Action) - Board Chair**
Melissa Curtis nominated Jeff Hegle for Board Vice-Chair/Treasurer. Kathy Ziebarth asked for any other nominations. Casey Root nominated Jamie Sieben. Jeff Hegle declined the nomination. Kathy Ziebarth asked for any other nominations. Following her request, nominations ceased. A vote was taken, with all six members voting for Jamie Sieben. Having received all six votes, Jamie Sieben was declared elected as School Board Vice-Chair/Treasurer.
 - C. **Election of the Clerk (Action) - Board Chair**
Mark Branson nominated Casey Root for Board Clerk. Kathy Ziebarth asked for any other nominations. Jamie Sieben nominated Melissa Curtis for Board Clerk. Kathy Ziebarth asked for any other nominations. Following her request, nominations ceased. A vote was taken for Clerk, with Mark Branson voting for Casey Root and members Jeff Hegle, Jamie Sieben, Kathy Ziebarth, Melissa Curtis, and Casey Root voting for Melissa Curtis. Having received five of six votes, Melissa Curtis was declared elected as School Board Clerk.



- D. Designation of the official newspaper of District #882 - Monticello Times (Action) - Board Chair**
Motion by Kathy Ziebarth, Second by Jeff Hegle. Approved 6-0.
- E. Designation of School Board [Committee Assignments](#) (Action) - Board Chair**
Motion by Casey Root, Second by Jamie Sieben. Approved 6-0.
- i. **Policy Subcommittee (3) - Meets at 3:00 p.m. the first Monday of the month**
 - ii. **Budget Subcommittee (3) - Meets following Work Sessions as needed**
 - iii. **District Committees**
 - 1. Activities Advisory (1)
 - 2. Career Technical Education (1)
 - 3. Community Education (1)
 - 4. Continuous Improvement (1)
 - 5. District Advisory Committee (2)
 - 6. Wellness (1)
 - 7. Buildings and Grounds (2)
 - iv. **Employee Groups**
 - 1. Administration (2)
 - 2. Cooks (2)
 - 3. Custodians (2)
 - 4. Educational Support Specialists (2)
 - 5. Secretaries (2)
 - 6. Technology (2)
 - 7. Teachers/Negotiations (3)
 - 8. Meet and Confer w/Teachers (2)
 - v. **Liaisons**
 - 1. Legislative Liaison (2)
 - 2. Mn State High School League Liaison (1)
 - 3. Wright Tech Center Board (1)
 - 4. Transportation Liaison (1)
 - 5. Music/Fine Arts Liaison (1)
 - 6. Sherburne and Northern Wright Co-op Liaison (1)
 - vi. **School Liaisons (PTO/Parent Involvement)**
 - 1. Eastview Education Center (1)
 - 2. Little Mountain (1)
 - 3. Pinewood (1)
 - 4. Middle School (1)
 - 5. High School (1)
 - 6. ALP (1)
- F. Designation of official district depositories (Action) - Tina Burkholder, Director of Business Services**
CorTrust
Wells Fargo
U.S. Bank
Minnesota Liquid Asset Fund
PMA Financial Network, Inc.
Bremer Bank
MidAmerica (Trust)
Motion by Casey Root, Second by Jeff Hegle. Approved 6-0.

- G. Establish the official meeting night for the third Monday of every month at 6:00 p.m. in the Middle School Board Room. Work Sessions will be held the first Monday of each month, beginning at 5 p.m. in the Middle School Board Room. In the event that a Work Session or Regular School Board meeting is canceled due to unseen circumstances (like weather), the meeting will be rescheduled for the following day at the same time (Action) - Eric Olson, Superintendent**
Motion by Casey Root, Second by Jamie Sieben. Approved 6-0.
- H. Motion to participate in Federally Funded Programs (Action) - Eric Olson, Superintendent**
Motion by Jamie Sieben, Second by Casey Root. Approved 6-0.
- I. Legal counsel and authorized contacts – Legal counsel John Edison of Squires, Waldspurger, and Mace PA (Action) - Eric Olson, Superintendent**
Motion by Melissa Curtis, Second by Casey Root. Approved 6-0.
- J. School District authorized contacts for legal counsel: Eric Olson, Superintendent, Tina Burkholder, Director of Business Services, Rob Danneker, Human Resource Director, Kathy Ziebarth, Board Chair, and John Weekley, Director of Special Education (Action) - Eric Olson, Superintendent**
Motion by Casey Root. Second by Melissa Curtis. Approved 6-0.
- K. Designation of authorized personnel to enter into signed contractual agreements with our district: Eric Olson, Superintendent, Tina Burkholder, Director of Business Services, and Rob Danneker, Human Resource Director (Action) - Eric Olson, Superintendent**
Motion by Jamie Sieben, Second by Jeff Hegle. Approved 6-0.
- L. Designation of authorized signatures to be accepted by the official depositories: Chairperson, Vice-Chair/Treasurer, Clerk, Tina Burkholder (Director of Business Services), Amy Stahlback (Controller), and Cindy Brenny (Accountant) (Action) - Eric Olson, Superintendent**
Motion by Melissa Curtis, Second by Casey Root. Approved 6-0.
- M. Designation of authorized personnel to make electronic wire transfers: Eric Olson (Superintendent), Tina Burkholder (Director of Business Services), Zach Hary (HR Manager), Tom Kickhafer (Payroll Specialist) and Amy Stahlback (Controller) (Action) - Eric Olson, Superintendent**
Motion by Casey Root, Second by Melissa Curtis. Approved 6-0.
- N. [Resolution](#) to approve Annual Designation of Identified Official with Authority for MDE External User Access Recertification System (Action) - Eric Olson, Superintendent**
Motion by Jeff Hegle, Second by Jamie Sieben. Approved 6-0.
- O. Designation of Devony Moore (Communications Specialist and School Board Liaison) as Official Parliamentarian for Monticello School Board (Action) - Board Chair**
Motion by Melissa Curtis, Second by Casey Root. Approved 6-0.

- P. [Resolution](#) establishing combined polling places for a special school board election not held on the same day as a statewide election (Action) - Eric Olson, Superintendent
Motion by Jeff Hegle, Second by Melissa Curtis. Approved 6-0.

5. **Consent Agenda (Action)**- Motion by Melissa Curtis, Second by Jamie Sieben. Approved 6-0.
A. Approval of Minutes – [December 11, 2023](#)
B. [Personnel Matters](#)

6. **Collaborative Connections**

- A. [Resolution](#) for Acceptance of Gifts (Action) - Eric Olson, Superintendent

<i>Donor</i>	<i>Item</i>	<i>Designated Purpose (if any)</i>
Bondhus Corp	Screwdrivers, Pliers, L-Wrenches, Fold ups, and Screwdriver Racks	MMS STEM Lab Tools
Cargill	\$2695	MMS STEM Lab - Environment and Ecology Module
Haus Family	\$200	MMS STEM Lab

Motion by Jeff Hegle, Second by Mark Branson. Approved 6-0.

7. **Safe and Healthy Culture**

- A. [Roof Project Update](#) - Terry Woodworth, Director of Buildings and Grounds
B. **First Reading of Policies** - Rob Danneker, Director of Human Resources
a. [Policy 413](#) and [Form](#) - Harassment and Violence
b. [Policy 414](#) and [Form](#) - Mandated Reporting of Child Neglect or Physical or Sexual Abuse
c. [Policy 415](#) - Mandated Reporting of Maltreatment of Vulnerable Adults
d. [Policy 514](#) - Student Bullying Prohibition Policy
e. [Policy 522](#) - Title IX Sex Nondiscrimination Policy, Grievance Procedure and Process
C. **Second Reading of Policies (Action)** - Rob Danneker, Director of Human Resources
a. [Policy 509](#) - Enrollment of Nonresident Students
Motion by Casey Root, Second by Jamie Sieben. Approved 6-0.

8. **Adjourn**- Adjourned at 6:00 p.m.

Tonight's meeting was followed by a Board Work Session. The agenda for that Work Session can be found [here](#). The work session was called to order at 6:15 p.m. and adjourned at 10:42 p.m. The Work Session Closed Meeting Summary can be found [here](#).

Organizational meeting will be followed by a Work Session. The agenda for that work session can be found [here](#).