

**MINUTES OF
ANNUAL ORGANIZATIONAL &
REGULAR BOARD MEETING
FRESHWATER ED DISTRICT # 6004
WEDNESDAY, JANUARY 26, 2022
2222 Industrial Drive, Wadena, MN**

Call to Order by the 2021 Chair R. VanDenheuvel at 5:00 PM.

Roll Call – Board Present: Rod Thalmann – Henning; Katie Howard – Menahga; Bruce Lund – Staples-Motley; Charles Funk – Sebeka; Chuck Wolf – Long Prairie-Grey Eagle; Barb Tumberg – Wadena-Deer Creek; Scott Veronen – Verndale; Russ VanDenheuvel – Bertha-Hewitt. Superintendent: Dave Fjeldheim – Sebeka. FED Staff: Eric Weber, Superintendent; Jordan Anderson, Business Manager; Sharon Thiel, Administrator Reporter. Virtually – Lori Murdock, SpEd Director. Absent: Jodi Hillmer – Browerville.

Rotation of Officers: MOTION BY Tumberg and SECONDED BY Veronen to appoint the following officers for the calendar year 2022, per the current FED Bylaws; *Chair:* Rod Thalmann, Henning; *Vice-Chair:* Katie Howard, Menahga; *Clerk:* Bruce Lund, Staples-Motley; *Treasurer:* Charles Funk, Sebeka. VOTE-U/C. *A special “Thank You” to Russ for his 2021 Freshwater Board leadership as the Governing Board Chair.*

Passing the gavel to the 2022 Chair for the purpose of approving the Orders of the Day for this Organizational and Regular Meeting Agenda: 5:01 PM - MOTION BY Lund and SECONDED BY Funk to approve the agenda as presented. VOTE-U/C
MOTION BY VanDenheuvel and SECONDED BY Wolf to approve the November 17, 2021 minutes as presented. VOTE-U/C

~~~~~ORGANIZATIONAL BUSINESS~~~~~

Signature Authorization- MOTION BY Tumberg and SECONDED BY Funk to Authorize the use of a signature plate using the following signatures *Rodney Thalmann – Chair, Bruce Lund - Clerk, and Charles Funk – Treasurer* and that the following are authorized to sign necessary documents on behalf of the Freshwater Education District: *Eric N. Weber- Executive Director, Lori Murdock- Special Education Director, Jordan Anderson- Finance Manager, Jesse Ashbaugh- Payroll Clerk, Stacy DeMars- Accounts Payable Clerk.* VOTE-U/C.

Official Depositories- MOTION BY Howard and SECONDED BY VanDenheuvel to name the following as official depositories: *1st International Bank of Staples, Minnesota, Wadena State Bank of Wadena, Minnesota, 1st International Bank of Ottertail, Minnesota, and*

Minnesota School District Liquid Asset Fund, plus any other Minnesota FDIC financial institution, as well as authorizing *Eric N. Weber, Jordan Anderson, Jesse Ashbaugh, and Stacy DeMars* to invest funds in these institutions with evidence of sufficient collateral. VOTE-U/C

Electronic Fund Transfers- MOTION BY Lund and SECONDED BY Tumberg to Authorize *Eric N. Weber, Jordan Anderson, Jesse Ashbaugh, and 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 per diem for regular/special and committee meetings to be set at the per diem rate of \$70 for meetings of 4 hours or less and \$130 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 VanDenheuvel and SECONDED BY Tumberg to set the Regular Board meeting dates as follows with starting time of 5 pm; Wednesday, April 27, Wednesday, June 22 - Wednesday, August 24 - Wednesday, October 26, in JN Conference Room, of the Freshwater Education District, located at 2222 Industrial Drive, Wadena, MN with Special Board Meetings called as needed. VOTE-U/C

Official Newspaper- MOTION BY Thalmann and SECONDED BY Lund to name the *Long Prairie Leader* as the 2022 official newspaper. VOTE-U/C

Report of Committees as Named by the 2022 Chair- Per Policy #231L the Chair announce his appointments to the 2022 Personnel Committee; Scott Veronen, Charles Funk, and Rod Thalmann.

Report of 2022 Appointments by the 2022 Chair- (Per Policy #231L) Otter Tail County Collaborative: Rod Thalmann; Todd County Collaborative: Russ VanDenheuvel; Two Supervising Superintendents: Dave Fjeldheim and Lee Westrum and the annual associate membership in the MREA and full membership in MSBA.

Annual Review of Mandated and Annual Designated Policies- MOTION BY Funk and SECONDED BY VanDenheuvel to acknowledge the annual review of Policies numbered 410, 413, 506, 514L, 522, 524L, 616, and 806 and action to direct the Executive Director to maintain the district Policy Manual in accordance with any MSBA recommended legal revisions and/or legislative mandatory revisions. VOTE-U/C

Naming the 2022 Designated School Law Firms- MOTION BY Veronen and SECONDED BY Howard to name Hitesman & Associates, P.A., Maple Grove; Kennedy & Graven, Minneapolis; Pederson & Pederson P.A., Wadena, as well as Pemberton Law, Fergus Falls; as the 2022 Consulting Law Firms for the Freshwater Education District and to limit authorization to contact to the Executive Director, the Special Education Director, and the current Freshwater Board Chair. VOTE-U/C

Authorize E-Services Roles- MOTION BY Tumberg and SECONDED BY Howard to name Jordan Anderson, Business Manager, and Jesse Ashbaugh, Payroll Clerk, as Freshwater E-Service authorized Freshwater E-Service contacts. VOTE-U/C

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

## **Business and Finance-**

MOTION BY VanDenheuvel and SECONDED BY Lund to approve October 5, 2021, through December 31, 2021 voucher claims as presented. VOTE-U/C

The following resolution is hereby MOVED BY Funk and SECONDED BY Tumberg:

WHEREAS, Minnesota Statutes 132B.02, Subd. 6 provides: “The Board may receive, for the benefit of the Freshwater Education District (FED), bequests, donations, or gifts for any proper purpose and apply the same to the purpose designated. In that behalf, the Board may act as trustee of any trust created for the benefit of the FED, or for the benefit of pupils thereof, including trusts created to provide pupils of the FED with advanced education after completion of high school, in the advancement of education.”; and

WHEREAS, Minnesota Statutes 465.03 provides: “Any City, County, School District or Town may accept a grant or devise of real or personal property and maintain such property for the benefit of its citizens in accordance with the terms prescribed by the donor. Nothing herein shall authorize such acceptance or use for religious or sectarian purposes. Every such acceptance shall be by Resolution of the Governing body adopted by a two-thirds majority of its members, expressing such terms in full”; and

WHEREAS, every such acceptance shall be by resolution of the governing body adopted by a two-thirds majority of its members, expressing such terms in full;

THEREFORE, BE IT RESOLVED, that the School Board of Freshwater Education District, NO. 6004, gratefully accepts the following donations as identified below:

| <b>Donor</b>                                       | <b>Item</b> | <b>Designated Purpose (if any)</b> |
|----------------------------------------------------|-------------|------------------------------------|
| Shirley’s Gas Station, Eagle Bend,<br>MN           | \$300       | Reading for the Future             |
| Mayer, Porter & Nelson LTD,<br>Staples, MN         | \$25        | Reading for the Future             |
| Staples Eye Clinic, P.S.C,<br>Staples, MN          | \$50        | Reading for the Future             |
| Nelson Insurance Agency, Inc.,<br>Staples, MN      | \$50        | Reading for the Future             |
| Long Prairie Dairy Queen, LLC,<br>Long Prairie, MN | \$100       | Reading for the Future             |
| MN-Minnesota National Bank,<br>Sauk Centre, MN     | \$50        | Reading for the Future             |
| Long Prairie Packing Co,<br>Long Prairie, MN       | \$150       | Reading for the Future             |
| Faith Lutheran Church Men,<br>Staples, MN          | \$25        | Reading for the Future             |
| Lincoln Area Business Association,<br>Cushing, MN  | \$500       | Reading for the Future             |

|                                                      |       |                        |
|------------------------------------------------------|-------|------------------------|
| VFW Auxiliary No. 3922,<br>Wadena, MN                | \$50  | Reading for the Future |
| Lincoln Scandia Valley Lions Club<br>Inc, Motley, MN | \$300 | Reading for the Future |
| Mid-MN Federal Credit Union,<br>Baxter, MN           | \$200 | Reading for the Future |
| Eagle Bend Lions Gambling,<br>Eagle Bend, MN         | \$500 | Reading for the Future |
| American Legion Post 124,<br>Motley, MN              | \$200 | Reading for the Future |
| Browerville Lions Gaming,<br>Browerville, MN         | \$250 | Reading for the Future |
| American Legion Post 12,<br>Long Prairie, MN         | \$100 | Reading for the Future |
| Stapels Lions Club,<br>Staples, MN                   | \$250 | Reading for the Future |

VOTE on adoptions of this Resolution was as follows; ABSTENTIONS: None. AYE: VanDenheuvel, Veronen, Tumberg, Wolf, Funk, Lund, Howard and Thalmann. NAY: None ABSENT: Hillmer.

WHEREUPON said Resolutions was declared duly adopted.

MOTION BY VanDenheuvel and SECONDED BY Thalmann to approve the Part Time Grow Your Own Project Coordinator contract as presented. VOTE-U/C *Thank you Mary Klamm of Sourcewell for assisting with the grant application.*

MOTION BY Howard and SECONDED BY Tumberg to approve Revision II Budget modification and Revision II Assessment Manual Summary of the current FY-22 financial budget as follows;

| FUND                 | REVENUE      | EXPENDITURES |
|----------------------|--------------|--------------|
| 01 General           | \$12,153,508 | \$11,585,343 |
| 04 Community Service | \$1,055,680  | \$1,065,567  |

VOTE-U/C

Sourcewell Service Co-Op Region V, Sub-Region 1, Board Member Election - Each individual FED Board Member had the opportunity to vote for one candidate as a Region V, Sub-Region 1 Board Member, Representative.

MOTION BY VanDenhuevel and SECONDED BY Wolf to approve the submission of the 2022 Pay Equity Report in accordance with The Local Government Pay Equity Act, M.S. 471.991-471.999 and Minnesota Rules, Chapter 3920. VOTE-U/C

### **Department Reports**

Business Managers Report; J. Anderson presented the Quarterly Financial, Facility Reserve Balances, OPEB Reserve Balances, and the FY22 Assessment Summary.

Executive Director Report; *Eric Weber reviewed the Annual Institutional and Program Membership Menu Options of programs and services of Freshwater on an individual district*

*level; FED Legislative Day held in December 2021; Principals Advisory Mtg – Feb 15, 2022; COVID Updates; Possibility of purchasing of adjacent property.*

*Adult Basic Education; Currently 181 students are enrolled.*

*Area Learning Center/Targeted Services; 16 Schools participating in Targeted Services.*

*Early Childhood Family Education/School Readiness; Number in all programs has increased, currently serving 200 parents and 350 students; photos were shared of activities that have been offered.*

*Technology; Currently looking at updating phone and security camera system.*

*Freshwater Education Foundation; reviewed balance summary.*

**Personnel Consent Agenda-** MOTION BY VanDenheuvel and SECONDED BY Tumberg to approve the consent agenda with the request of Funk to remove item number h.

**SPECIAL EDUCATION:**

- a. Hiring of Heidi Meekins, SpEd Paraprofessional for 837 hrs., effective November 15, 2021, AND
- b. Hiring of Miranda Matis, SpEd Paraprofessional for 854 hrs., effective December 6, 2021, AND
- c. Increase in Hours for Kayla Kneisl, SpEd Paraprofessional, from 585 hrs. to 642 hrs., effective January 5, 2022, AND
- d. Hiring of Sheri McKeever, Assessment Specialist, at MA10/Step 12, effective January 3, 2022, AND
- e. Resignation of Betsy Larson, SpEd Paraprofessional, effective January 14, 2022, AND
- f. Retirement of Nettie Janson, Birth -3 Home Visitor/DAPE, effective June 30, 2022, AND
- g. Hiring Trisha Kraemer, Physical Therapist, for 352 hours/44 days, effective February 2, 2022.

Vote: U/C

MOTION BY VanDenheuvel and SECONDED BY Funk to approve the following;

- h. Increase in Hours for Terrie Aho, SpEd Paraprofessional, from 513.5 hrs. to 802.25 hrs., effective January 3, 2022. VOTE in Favor; VanDenheuvel, Veronen, Tumberg, Wolf, Funk, Lund and Thalmann. Abstaining: Howard.

**Adjournment-** MOTION BY Funk and SECONDED BY Tumberg to adjourn the meeting at 6 p.m. VOTE: U/C.