

REGULAR MEETING

Monday, January 11, 2021
HLWW HS Media Center
8700 County Road 6 SW
Howard Lake, Minnesota 55349

The Monday, January 11, 2021 Regular Meeting of the Howard Lake-Waverly-Winsted ISD #2687 was called to order at 6:00 pm. by Chairperson Heuer. After the pledge of allegiance, roll was taken with the following members present: Heuer, Koch, Bravinder, Peterson, Scheuch, Puncochar and Marketon. Also present were Superintendent Brad Sellner, Principals Jason Mix and Jim Schimelpfenig, and Board Secretary Marilyn Greeley.

(Item III) Heuer read the oath of office to newly elected School Board member Brian Marketon.

(Item V) Heuer proceeded with the Organizational meeting.

(Item V, Subd. A-1) Heuer acted as chairperson to conduct this procedure.

Scheuch nominated Bravinder; Heuer asked for other nominations; there were none; Koch seconded; Bravinder declined the nomination due to his schedule, but thanked the members. Heuer asked for a motion to withdraw Bravinder as a nomination. Bravinder motioned to withdraw from the nomination; Koch seconded. Koch nominated Heuer as the chairperson; Peterson seconded; Heuer asked for other nominations; there were none; Heuer accepted the nomination; those in favor: Koch, Bravinder, Peterson, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item V, Subd. A-2) Peterson nominated Bravinder as vice chairperson; Puncochar seconded; Heuer asked for other nominations; there were none; Bravinder accepted the nomination; those in favor: Marketon, Scheuch, Puncochar, Peterson, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item V, Subd. A-3) Bravinder nominated Puncochar as clerk; Heuer asked for other nominations; there were none; Puncochar accepted the nomination; Koch seconded; those in favor: Peterson, Bravinder Koch, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item V, Subd. A-4) Puncochar nominated Peterson as treasurer; Heuer asked for other nominations; there were none; Peterson accepted the nomination; Koch seconded; those in favor: Marketon, Scheuch, Puncochar, Peterson, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item V, Subd. B) Scheuch motioned to approve the committee per diems of \$65 for regular and work session meetings and committee meetings and \$25 for event appearances and \$20 for bill readers; Bravinder seconded; Bravinder indicated with the addition of the bill reader per diem the member should contact Wilson on the best way to review bills; those in favor: Koch, Bravinder, Peterson, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item V, Subd. C-1) Koch motioned to approve the Herald Journal as the official newspaper; Scheuch seconded; those in favor: Marketon, Scheuch, Puncochar, Peterson, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

REGULAR MEETING

Monday, January 11, 2021

Page 2

(Item V, Subd. C-2) Scheuch motioned to approve the official depositories of US Bank, Citizens Alliance Bank of Howard Lake, Minnesota Liquid Asset Fund and PMA; Bravinder seconded; those in favor: Koch, Bravinder, Peterson, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item V, Subd. D) Scheuch motioned to approve the legal counsel of Knutson, Flynn, Hetland & Deans and Ratwik, Roszak & Maloney, PA; Koch seconded; Puncochar asked why do we use two firms. Superintendent Sellner reported one firm is used for staff and student matters, and the other is used for levy and election matters; those in favor: Koch, Bravinder, Peterson, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item V, Subd. E) Scheuch motioned to approve the authorization of the Superintendent of Schools to use facsimile signatures for checks; Bravinder seconded; those in favor: Marketon, Scheuch, Puncochar, Peterson, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item V, Subd. F) Koch motioned to approve Megan Tormanen and Donna Wilson to conduct day to day banking business for the General School District Account, and MSDLAF Account; Scheuch seconded; those in favor: Peterson, Puncochar, Scheuch, Marketon, Koch, Bravinder and Heuer; opposed: none; passed unanimously.

(Item V, Subd. G) Bravinder motioned to approve the Superintendent or Donna Wilson-Business Manager to make short term investments; Peterson seconded; those in favor: Koch, Bravinder, Peterson, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item V, Subd. H) Scheuch motioned to approve authorizing Donna Wilson-SMS Financial Consultant and Megan Tormanen -Payroll/HR Coordinator to make electronic transfers of funds and investments as needed; Puncochar seconded; those in favor: Marketon, Scheuch, Puncochar, Peterson, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item V, Subd. I) Scheuch motioned to approve authorizing the agents of the board to lease, purchase and contract for goods and services within the general budget categories; Koch seconded; Marketon asked who are the agents of the board. Wilson reported those in the District Office and Heuer indicated and those with a director level position; those in favor: Koch, Bravinder, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously. Peterson lost connection and will try to reconnect.

(Item V, Subd. J) Koch motioned to approve allowing payment of claims that cannot be deferred to the next meeting without loss if discount or if the claim is the result of contract terms, purchase order terms or a vendor's standard terms; Bravinder seconded; those in favor: Marketon, Scheuch, Puncochar, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item V, Subd. K) Scheuch motioned to approve organizational memberships with MSBA, MSHSL, SEE, CMERDC, Resource Training and Solutions, MAWSECO, and Wright Tech

REGULAR MEETING

Monday, January 11, 2021

Page 3

Center; Koch seconded; those in favor: Koch, Bravinder, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item V, Subd. L) Bravinder motioned to have the Regular Board meetings be the second Monday, except on legal holiday then the meetings would be on that Tuesday, (held in the HLWW High School Media Center) of each month starting at 6pm; Scheuch seconded; Sellner reminded the board now is the time to change the meeting day and time if they want to; those in favor: Koch, Bravinder, Peterson, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

Heuer asked if the board would like to have the principals attend the work session or regular meetings. Scheuch indicated the principals should attend the regular meetings because we may cancel a work session if it is not needed. Bravinder agreed. The consensus of the board was to have the principals attend the regular meetings.

(Item V, Subd. M) Scheuch motioned to have the Work session (held in the HLWW High School Media Center) on the fourth Monday, except on legal holiday then the meetings would be on that Tuesday, of each month and starting at 6pm with the option to cancel it if there are no topics; Bravinder seconded; those in favor: Marketon, Scheuch, Puncochar, Peterson, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item V, Subd. N) Scheuch motioned to give secretaries the authority to complete the form based upon sight recognition; Bravinder seconded; those in favor: Koch, Bravinder, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item V, Subd. O) Scheuch motioned to designate Brad Sellner, Superintendent and/or Marilyn Greeley, MARSS Coordinator, as the Identified Officials with Authority to authorize user access to MDE secure websites for ISD#2687; Puncochar seconded; those in favor: Marketon, Scheuch, Puncochar, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item V, Subd. P) Scheuch motioned to approve the notice of handicapped accessibility; Koch seconded; those in favor: Koch, Bravinder, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item V, Subd. Q) Scheuch motioned to close the meeting at 7:06 pm; Koch seconded; those in favor: Marketon, Scheuch, Puncochar, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item VI) Scheuch motioned to approve the agenda; Bravinder seconded; those in favor: Marketon, Scheuch, Puncochar, Peterson, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item VII) There were no questions or comments from visitors.

(Item VIII) Koch motioned to approve the consent agenda which included the December 14, 2020 Regular Meeting minutes, December 28, 2020 Work Session Meeting minutes, bills,

REGULAR MEETING

Monday, January 11, 2021

Page 4

enrollment and the Elementary Laker News; Scheuch seconded; those in favor: Koch, Bravinder, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item IX, Subd. A) Scott Berning, Activities Director, gave an update on winter sports.

(Item IX, Subd. B) Donna Wilson, SMF Financial Advisor, reviewed and recommended the approval of the treasurer report.

Scheuch recommended approval of the treasurer report; Puncochar seconded; those in favor: Marketon, Scheuch, Puncochar, Peterson, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item IX, Subd. C) Bravinder recommended approval of the Resolution Directing the Administration to make recommendations for reduction in curriculum, programs and positions; Peterson seconded; Heuer read the resolution; those in favor: Koch, Bravinder, Peterson, Puncochar, Scheuch, Marketon and Heuer; those opposed: none; passed unanimously.

(Item IX, Subd. D) Scheuch recommended approval of a second year quote/estimate with Andy's Lawn Care for lawn services and landscape maintenance; Peterson seconded; those in favor: Marketon, Shceuch, Puncochar, Peterson, Bravinder, Koch and Heuer; opposed: none; passed unanimously.

(Item IX, Subd. E) Superintendent Sellner reviewed the 2021-22 school calendar options. Bravinder suggested getting parent input. Scheuch liked the third option with having more breaks and getting input from parents. Puncochar suggested asking parents if we had a shorten spring break would they still pull kids out of school to take a spring break.

(Item IX, Subd. F) Scheuch recommended approval of the school board committee assignments; Marketon seconded; those in favor: Koch, Bravinder, Peterson, Puncochar, Scheuch, Marketon and Heuer; opposed: none; passed unanimously.

(Item IX, Subd. G) Koch recommended approval of the Superintendent Contract for 2021-2024; Peterson seconded; Bravinder reviewed the summary of the 2021-2024 Superintendent Contract; those in favor: Marketon, Puncochar, Peterson, Bravinder, Koch and Heuer; Scheuch abstained; those opposed: none; passed by majority.

(Item IX, Subd. H) Heuer asked if there are any items for discussion for the work session. Superintendent Sellner indicated there were no items at this time unless something would come up regarding the building project. Heuer indicated we should start the process of the superintendent evaluation. Sellner reported he will prepare a presentation and the documents regarding his evaluation and the 2021-22 calendar approval can wait until the February meeting for approval. Heuer indicated we will keep the date and time available for the work session and decide by Wednesday of the week prior to the meeting if it is needed or not. Koch indicated we should start the discussion about the levy, but that can be with the levy committee with the possibly of presenting something at the February meeting. Scheuch agreed there was confusion regarding the levy vote. Heuer indicated there are no items for the work session at this time but

that the levy committee should meet to start the discussion process. Heuer asked the Superintendent to advise the board by Wednesday before the work session if we need to schedule a meeting or not.

(Item X, Subd. A) Superintendent Sellner reported:

- Review of the COVID county numbers
- The Governor set Kindergarten thru sixth grade student as a priority to get back in school.
- We shifted some staff to others areas to help the Elementary because they still had students in the building.
- Grades 7-12 will come back to hybrid on January 19th, and start coming back to in person on February 2nd. Remember we have not been in person with 7-12 yet this year; we started the year out in hybrid. Grades 7-9 will start in person on February 2nd and then 10-12 on February 16th. We hope to have everyone back in person by February 16.

(Item X, Subd. B) Heuer indicated Elementary Principal Jennifer Olson was attending another meeting, and High School Principal Jason Mix was also attending another meeting, however both of their reports are in the board packet.

Principal Schimelpfenig reported:

- The work days for the fifth and sixth grade staff were greatly appreciated.
- The planning for in person learning for 7-12 is near completion. It will be like the first day of school again; but we are excited to be in the position to be able to plan for that.
- January 19th will be a Professional Development Day and we will continue discussing grading, moving back into classrooms and discuss the best practices for discipline.

(Item X, Subd. C) Heuer indicated there are no committee reports available at this time. Heuer also reported committee reports should be submitted to the District Office by the Wednesday before each regular board meeting.

(Item XI) Next Meeting Dates:

Work Session Meeting-Monday January 25, 2021 6pm HLWW HS Media Center

Regular Board Meeting-Monday February 8, 2021 6pm HLWW HS Media Center

(Item XII) Items for next meeting

Work Session: not needed at this time.

Regular Meeting:

- Bill Reader for February-Puncochar
- Department Report-ALP
- Recognition's
- Leave/Resignations/Retirements
- Employment Recommendations
- Approve Second Reading of Policies
- Approve First Reading of Policies
- Approve Treasurer Report-January, April, July, October
- Present Handbook changes March-approve in April

REGULAR MEETING

Monday, January 11, 2021

Page 6

- Discuss/Review 2021-22 School Calendar
- Presentation by School Perceptions-Levy Survey
- Superintendent Evaluation Materials
- Other

Sellner indicated the February meeting we will plan to be in person.

Heuer adjourned the meeting at 8:29 pm.

Respectfully submitted,

Kelsey Puncochar, Clerk