

**REGULAR MEETING**  
**Monday, January 9, 2023**  
**HLWW HS Media Center**

The Monday, January 9, 2023, Regular School Board 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, Heuer administered the oath of office to newly elected school board members Ben Borrell and Shannah Mulvihill.

**(Item III)** Heuer administered the oath of office to newly elected school board members Ben Borrell and Shannah Mulvihill.

Heuer read the oath of office to the newly elected school board members, Ben Borrell and Shannah Mulvihill.

Shannah Mulvihill and Ben Borrell read the oath of office.

**(Item IV)** Roll was taken with the following members present: Heuer, Koch, Borrell, Marketon, Mulvihill and Puncochar; absent: Bravinder. Also present were Superintendent Brad Sellner, Principals Stephanie Kuehn, Jim Schimelpfenig, and Jennifer Olson, and Board Secretary Marilyn Greeley.

**(Item V)** Heuer indicated there is an addition to the agenda, an overnight field trip request.

Puncochar recommended approval of the agenda with the addition of the overnight field trip request for speech; Koch seconded; passed unanimously.

**(Item VI)** Gail Gilman, from the Minnesota School Board Association, gave a zoom presentation about strategic planning and school board evaluation.

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

**(Item VIII, Subd. A)** Proceed to the organizational meeting. Heuer acted as chairperson to conduct this procedure.

**(Item VIII, Subd. A-1)** Koch motioned to nominate Heuer as chairperson; Puncochar seconded; Heuer asked for other nominations; there were none; passed unanimously.

Heuer continued as the chairperson for the meeting.

**(Item VIII, Subd. A-2)** Koch motioned to nominate Bravinder as vice chairperson; Puncochar seconded; Heuer asked for other nominations; there were none; passed unanimously.

**(Item VIII, Subd. A-3)** Puncochar motioned to nominate Koch as clerk; Marketon seconded; Heuer asked for other nominations; there were none; passed unanimously.

**(Item VIII, Subd. A-4)** Koch motioned to nominate Puncochar as treasurer; Marketon seconded; Heuer asked for other nominations; there were none; passed unanimously.

**(Item VIII, Subd. B)** Marketon motioned to approve the meeting per diems at \$40 and appearances and bill reader at \$20; there was not a second therefore the motion failed.

Puncochar motioned to keep the meeting per diems at the existing amount of \$50 for regular and work session meetings and committee meetings, and \$20 for event appearances and bill readers; Koch seconded; those in favor: Koch, Bravinder, Puncochar, Mulvihill, and Heuer; opposed: Marketon; passed by majority vote.

**(Item VIII, Subd. C-1)** Koch motioned to approve the Herald Journal as the official newspaper; Borrell seconded; passed unanimously.

**(Item VIII, Subd. C-2)** Puncochar motioned to approve the official depositories of Minnesota Liquid Asset Fund / US Bank and Citizens Alliance Bank of Howard Lake; Koch seconded; passed unanimously.

**(Item VIII, Subd. D)** Koch motioned to approve the legal counsel as Ratwik, Roszak & Maloney; Mulvihill seconded; passed unanimously.

**(Item VIII, Subd. E)** Koch motioned to approve the authorization of the Superintendent of Schools to use facsimile signatures for checks; Puncochar seconded; passed unanimously.

**(Item VIII, Subd. F)** Mulvihill motioned to approve Megan Tormanen and Jennifer Borrell to conduct day to day banking business for the General School District Account, and MSDLAF Account; Puncochar seconded; passed unanimously.

**(Item VIII, Subd. G)** Marketon motioned to approve the Superintendent to make short term investments and transfer of school district funds, and to perform the duties of clerk and treasurer; Koch seconded; passed unanimously.

**(Item VIII, Subd. H)** Koch motioned to approve authorizing Megan Tormanen-Business Manager and Jennifer Borrell-Payroll/HR Coordinator to make electronic transfers of funds and investments as needed; Mulvihill seconded; passed unanimously.

**(Item VIII, Subd. I)** Koch motioned to approve authorizing the agents of the board to lease, purchase and contract for goods and services within the general budget categories; Mulvihill seconded; passed unanimously.

**(Item VIII, Subd. J)** Mulvihill 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; Puncochar seconded; passed unanimously.

**(Item VIII, Subd. K)** Marketon motioned to approve organizational memberships as listed, which included MSBA, MSHSL, SEE, CMERDC, Resource Training and Solutions, MAWSECO, and Wright Technical Center; Koch seconded; Borrell asked if all these associations we needed. Superintendent Sellner explained what each organization does. Passed unanimously.

**(Item VIII, Subd. L)** Borrell motioned to have the Regular Board meetings be the second Monday (or Tuesday if the Monday is a legal holiday) of each month starting at 6pm, held in the HLWW High School Media Center; Koch seconded; passed unanimously.

**(Item VIII, Subd. M)** Borrell motioned to have the Work session on the fourth Monday of each month and starting at 6pm if needed, held in the HLWW High School Media Center; Marketon seconded; passed unanimously.

**(Item VIII, Subd. N)** Marketon motioned to give secretaries the authority to complete the form based upon sight recognition; Puncochar seconded; passed unanimously.

**(Item VIII, Subd. O)** Borrell 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; passed unanimously.

**(Item VIII, Subd. P)** Koch motioned to approve the notice of handicapped accessibility; Borrell seconded; passed unanimously.

Heuer closed the organizational meeting at 6:56pm.

**(Item IX)** Koch recommended approval of the consent agenda which included the December 12, 2022 Regular Board Meeting minutes; bills, December enrollment; the employment recommendation of **Amanda Branchfield** as a Food Service worker effective December 19, 2022, replacing Tracy Pederson; and **Nicholas Schmidt** as a part time evening custodian at the high school effective January 30, 2023, replacing Jon Sams and the Elementary Laker News; Mulvihill seconded; passed unanimously.

**(Item X, Subd. A)** Megan Tormanen, Business Manager, reviewed and recommended the treasurer report approval. Mulvihill asked why there is an increase in PSEO; Tormanen indicated because there was more students who used/attended the program. Superintendent Sellner indicated we have asked the high school counselor for some historical data.

Puncochar recommended approval of the treasurer report; Mulvihill seconded; passed unanimously.

**(Item X, Subd. B)** Heuer reviewed the school board committee information.

Puncochar recommended approval of the school board committee assignments; Koch seconded; passed unanimously.

**(Item X, Subd. C)** Superintendent Sellner reported there has been a discrepancy between the transportation policy and practice. Principal Schimelpfenig reviewed the rationale behind the updates.

Mulvihill recommended approval of the updates/changes to the transportation policy and handbooks; Marketon seconded; passed unanimously.

**(Item X, Subd. D)** Superintendent Sellner indicated we are waiting to hear from Elementary staff in regard to parent teacher conference about the proposed 2023-24 school calendar. Sellner reported the teacher group is in favor of draft three.

**(Item X, Subd. E)** Superintendent Sellner reported Activities Director, Joe Puncochar, has compiled a list of fundraisers that he will share yearly in January.

**(Item X, Subd. F)** Heuer read the donations.

Puncochar recommended approval of the resolution accepting donations; Borrell seconded; those in favor: Marketon, Mulvihill, Puncochar, Borrell, Koch and Heuer; those opposed: none; passed unanimously.

**(Item X, Subd. G)** Heuer indicated the following items could be on the work session:

- Approve 2022-23 Budget Revisions
- Discuss Administration Recommendation for Reductions
- Discuss/Possible Approval of 2023-24 calendar
- Discuss Self Evaluation and Strategic Plan presented by MSBA

Marketon recommended approval of the items for the work session; Koch seconded; motion carried.

**(Item X, Subd. H)** Marketon recommended approval of the overnight field trip request for speech; Puncochar seconded; passed unanimously.

**(Item XI, Subd. A)** Superintendent Sellner reported:

- We are in the final stages of implementation of the updated website version.
- We will review proposed reductions and a revised 2022-23 budget at the work session
- As of now we have used a snow day and three E-Learning days; we have two E-Learning days remaining.

**(Item XI, Subd. B)** Principal Kuehn reported:

- We have continued to find solutions for the increase in mental health concerns.
- Winter activities are going well.
- We will be working with Health/PE during PLC time to review curriculum needs.
- The final pieces of the social studies curriculum order have been placed.

Principal Schimelpfenig reported:

- Welcome to the two new board members.
- Students will be leaving on Wednesday for Deep Portage
- The last day of the second quarter and semester will be Friday January 13, 2023.
- The last day of second quarter will be a reward day at Skatin Place and South Way Bowl for students in grades fifth, seventh, and eighth.
- January 16<sup>th</sup> will be a Professional Development Day and a staff work day.
- A positive thing that came out of COVID was to be able to purchase technology and having staff become proficient with the technology.
- We have received feedback from teachers and students about E-Learning Days on what is working and what needs to be reviewed.

Principal Olson reported:

- Elementary parent/teacher conferences will be February 2 and 6 from 4-7pm.

- February is I Love to Read month; we extend an invitation for board members to come in to read to the students.
- Kindergarten information is being prepared to welcome the class of 2036. Registration will be held the first two Saturday's in March.

**(Item XI, Subd. C)** Heuer indicated there is a written school board committee report. Koch reported MAWSECO approved their contracts.

**(Item XI, Subd. D)** Upcoming Board Member Event Appearances:  
Humphrey Elementary 3-4 Grade Program-February 16 @ 1pm & 7pm  
HS Pops Band/Choir Concert-February 27 @ 7pm  
Winsted Elementary 1-2 Grade Program-March 9 @ 1pm & 7pm  
Students of Excellence-April 26; 4:30-7:30pm  
Spring Play-April 28-29  
Humphrey Elementary 1-2 Grade Program-May 4 @ 1pm & 7pm  
High School Band Concert-May 10 @ 7pm  
Middle School Band Concert 5-6 Grade-May 11 @ 6:30pm  
Middle School Band Concert 7-8 Grade-May 11 @ 7:30pm  
High School Awards Night-May 15 @7pm  
High School Choir Concert-May 17 @ 7pm  
Middle School Choir Concert-May 18 @ 7pm  
Winsted Elementary Kindergarten Program-May 23 @ 6pm  
Humphrey Elementary Kindergarten Program-May 23 @ 7:15pm  
Graduation June 4 @ 2pm-MH please all try to attend

**(Item XII) Next Meeting Dates:**

**Work Session Meeting- January 23, 2023 6pm HLWW HS Media Center**  
**Regular Board Meeting-February 13, 2023 6pm HLWW HS Media Center**

**(Item XIII) Items for next meeting**

Work Session:

- Approve 2022-23 Budget Revisions
- Discuss Administration Recommendation for Reductions
- Discuss/Possible Approval of 2023-24 calendar
- Discuss Self Evaluation and Strategic Plan presented by MSBA

Regular Meeting:

- Bill Reader for February-Koch
- Bill Reader for March-Marketon
- Department Report-TBD
- Recognition's
- Leave/Resignations/Retirements
- Employment Recommendations
- Approve Second Reading of Policies
- Approve First Reading of Policies

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- Approve Treasurer Report-January, April, July, October
- Monthly Budget Report

Heuer adjourned the meeting at 7:48 pm.

Respectfully submitted,

Katie Koch, Clerk