

## **REGULAR/ORGANIZATIONAL MEETING**

**Wednesday, January 17, 2024**

**HLWW High School Media Center**

The Wednesday, January 17, 2024 Regular School Board meeting of Independent School Dist. #2687 (Howard Lake-Waverly-Winsted) was called to order at 6:31 pm. by Chairperson Heuer. After the pledge of allegiance, roll was taken with the following members present: Heuer, Koch, Borrell, Bravinder, Marketon, Mulvihill and Puncochar. Also present were Superintendent Nate Walbruch, Principals Stephanie Kuehn, Jim Schimelpfenig, and Jennifer Olson, and Board Secretary Marilyn Greeley.

**(Item IV)** Puncochar recommended approval of the agenda; Koch seconded; passed unanimously.

**(Item V)** The board members proceeded to the organizational meeting.

**(Item V, Subd. A-1)** Bravinder nominated Heuer for the chairperson; Koch seconded; passed unanimously.

**(Item V, Subd. A-2)** Bravinder nominated Borrell for vice chairperson; Koch seconded; passed unanimously.

**(Item V, Subd. A-3)** Puncochar nominated Koch for clerk; Borrell seconded; passed unanimously.

**(Item V, Subd. A-4)** Bravinder nominated Puncochar as treasurer; Koch seconded; passed unanimously.

**(Item V, Subd. B)** Bravinder motioned to approve the committee per diems the same as 2023; \$50 for regular and work session meeting, and committee meeting, and \$20 for event appearance and bill reading; Borrell seconded; in favor: Puncochar, Mulvihill, Bravinder, Borrell, Koch and Heuer; opposed: Marketon; passed by majority.

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

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

**(Item V, Subd. D)** Puncochar motioned to approve the legal counsel as Ratwik, Roszak & Maloney and Kennedy & Graven; Bravinder seconded; passed unanimously.

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

**(Item V, Subd. F)** Borrell 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.

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**(Item V, Subd. G)** Koch motioned to approve the Superintendent to make short term investments; Bravinder seconded; passed unanimously.

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

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

**(Item V, Subd. J)** Borrell 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; Koch seconded; passed unanimously.

**(Item V, Subd. K)** Bravinder motioned to approve organizational memberships as listed-MSBA, MSHSL, MREA, CMERDC, Resource Training and Solutions, MAWSECO and Wright Tech Center; Puncochar seconded; Borrell asked MREA is a switch. Heuer confirmed that we were a part of SEE and last year we switched to MREA in July; passed unanimously.

**(Item V, Subd. L)** Marketon 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 6:30pm, held in the HLWW High School Media Center; Borrell seconded; passed unanimously.

**(Item V, Subd. M)** Bravinder motioned to have the Work session on the fourth Monday of each month and starting at 6:30pm if needed, held in the HLWW High School Media Center; Borrell seconded; passed unanimously.

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

**(Item V, Subd. O)** Koch motioned to designate Nate Walbruch, 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 V, Subd. P)** Borrell motioned to approve the notice of handicapped accessibility; Bravinder seconded; passed unanimously.

**(Item V, Subd. Q)** Heuer closed the organizational meeting at 6:52pm.

**(Item VI)** Stephanie Dailey, HLWW Alternative Learning Program teacher and HLWW Teacher Union lead negotiator, thanked the district for hard work and dedication and for coming to a tentative agreement with the HLWW Teachers Union last night.

Bravinder, lead district negotiator, also thanked Dailey and the teachers for their collaboration on this years contract.

**(Item VII)** Bravinder recommended approval of the consent agenda which included the December 11, 2023, Regular Board meeting minutes, bills, December 2023 Enrollment, the FMLA leave request for **Mason Oltmanns** effective May 13-31, 2024; and the resignation of **Barbara Say** as Humphrey Elementary Evening Custodian effective January 4, 2024 Employment recommendations of **James Parkin** as a Humphrey Elementary day custodian effective January 2, 2024 replacing Jerome Sopkowiak; **Cynthia Laxen** as a Middle School Para effective January 8, 2024-new position added this fall; and **Marie Foss** as a Winsted Elementary Health Para effective January 16, 2024 replacing Cindy Decker; and an additional coaching recommendation from Activities Director, Joe Puncochar, for the one act lights/sound booth- **Abby Larson**; and **Randall Laney** as an evening custodian at Humphrey Elementary effective January 15, 2024 replacing Barbara Say and the Communications of Elementary Laker News, and a Thank you from Sale Family; Koch seconded; passed unanimously.

**(Item VIII, Subd. A)** Kelly Klima, Special Education Supervisor, gave a presentation about Special Education.

**(Item VIII, Subd. B)** Aaron Bushberger, Ehlers Advisor presented a pre-sale report on the General Obligation Refunding Bonds.

**(Item VIII, Subd. C)** Megan Tormanen, Business Manager, reviewed and recommended the treasurer report for approval.

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

**(Item VIII, Subd. D)** Marketon recommended approval of the Resolution Directing the Administration to make recommendations for reduction in curriculum, programs and positions; Bravinder seconded; those in favor: Bravinder, Borrell, Koch, Puncochar, Mulvihill, Marketon and Heuer; those opposed: none; passed unanimously.

**(Item VIII, Subd. E)** Mulvihill recommended approval of the school board committee assignments; Puncochar seconded; passed unanimously.

**(Item VIII, Subd. F)** Borrell recommended approval of the overnight student trip for Varsity Speech students from February 2-3, 2024 to Duluth MN; High School FFA students March 5-9 to Dallas & Fort Worth TX; High School FFA students March 21-27 to Raleigh & North Topsail Beach NC; High School FFA students April 4-5 to Brookings SD; High School FFA students April 21-23 to U Of M St Paul & MN State Fairgrounds; Mulvihill seconded; passed unanimously.

**(Item VIII, Subd. G)** Superintendent Walbruch indicated we wanted to get the 2024-25 school calendar approved so families can plan for the upcoming year; however, we may need to modify it in the coming months due to the professional development needs for the read act. Walbruch indicated we are working as quickly as possible to get these updates determined so we can update the calendar appropriately. Walbruch indicated the most common idea school districts

are doing is to add several late starts and a couple of professional development days to reach the 45-60 hours of additional training required for the read act.

Mulvihill recommended approval of the 2024-25 school calendar; Bravinder seconded; Borrell asked when we would know what dates will be late starts; Walbruch reported we hope to know by the beginning of March; passed unanimously.

**(Item VIII, Subd. H)** Borrell recommended approval of the resolution accepting donations; Marketon seconded; those in favor: Marketon, Mulvihill, Puncochar, Koch, Borrell, Bravinder and Heuer; those opposed: none; motion carried.

**(Item VIII, Subd. I)** Superintendent Walbruch reviewed information about the personal finance class requirements and indicated it will be in effect for the in coming 2024-25 ninth grade class.

**(Item VIII, Subd. J)** Superintendent Walbruch reviewed the strategic planning process.

**(Item VIII, Subd. K)** Heuer indicated the following items will be on the work session agenda: discuss the strategic plan and bond refunding.

Bravinder recommended approval of the items for the work session; Borrell seconded; passed unanimously.

**(Item IX, Subd. A)** Superintendent Walbruch reported:

- We are working on updating our closing and delay recordings to make it as smooth a process as possible for when and if we need them.
- We have been working on updating our crisis plan.
- We have been working on our cyber-attack crisis plan.

**(Item IX, Subd. B)** Principal Olson reported:

- We will be connecting with families in early February about the next round of conferences.
- We are working on kindergarten registration for the class of 2037.
- February is “I Love To Read” month and we welcome those who would like to be a guest reader in our classrooms.

Principal Schimelpfenig reported:

- We wrapped up the quarter with a reward day where students were able to attend the Skatin Place and Southway Bowl in St. Cloud.
- Sixth grade students attended Deep Portage.

Principal Kuehn reported:

- Winter activities are going well.
- We had 23 student nominations for student of the month and the following students are being recognized: Janelle Kivi, Aubrey Barnes, Sofia Melton and Payton Kittock.

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- We continue to work on the student newspaper.

**(Item IX, Subd. C)** There were no written school board committee reports. Bravinder updated the board on teacher Negotiations.

Bravinder reported Wright Tech-funding is still a priority and enrollment is up; state representatives will be walking thru the facility

Bravinder reported he also attended the MSBA conference last week.

### **(Item IX, Subd. D) Board Member Event Appearances**

Upcoming Board Member Event Appearances:

Humphrey Elementary 3 & 4 grade program-February 15 @1 & 7pm Laker Theater

High School Pops Choir Concert-March 5 @ 8pm

Winsted Elementary 1 & 2 grade program-March 14 @1 & 7pm Laker Theater

Students of Excellence-April 24-Resource Training @ 4:30pm Bravinder

Spring Play-April 26-27 @ 7-9pm

Humphrey Elementary 1 & 2 grade program-May 2 @1 & 7pm Laker Theater

High School Band Concert May 8 @ 7pm

Middle School Band Concert May 9 @7pm

High School Choir Concert May 15 @ 7pm

Middle School Choir Concert May 16 @7pm

Humphrey Elementary Kindergarten Program May 21 @ 6pm-Laker Theater

Winsted Elementary Kindergarten Program May 21 @ 7:15pm-Laker Theater

Graduation June 2

### **(Item X) Next Meeting Dates:**

**Work Session Meeting-January 29, 2024 6:30 pm HLWW HS Media Center**

**Regular Board Meeting-February 12, 2024 6:30 pm HLWW HS Media Center**

### **(Item XI) Items for next meeting**

Work Session:

- Discuss/Approve Bond Refunding
- Discuss strategic plan

Regular Meeting:

- Bill Reader for February-Borrell
- Bill Reader for March-Heuer
- Department Report-Nurse
- Leave/Resignations/Retirements
- Employment Recommendations
- Approve Second Reading of Policies
- Approve First Reading of Policies
- Approve Treasurer Report-January, April, July, October
- Monthly Budget Report
- Review/Discuss 2023-24 Revised Budget

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- Approve Spring Coaching Staff
- Approve AIPAC Report

Heuer adjourned the meeting at 8:30 pm.

Respectfully submitted,

Katie Koch, Clerk