

HOUSTON PUBLIC SCHOOLS
ORGANIZATIONAL BOARD MEETING
Thursday, January 6, 2022

- I. Call to Order – Chair Stilin called the meeting to order at 6:00 PM. Board members present were Arlin Peterson, Tom Stilin, Mimi Carlson, Mark Swenson, Gene Lundak and Mary Morem. Absent: Josh Norlien and Richard Erdmann.
- II. Pledge of Allegiance
- III. Agenda Approval – A motion was made by Peterson to approve the agenda. Seconded by Lundak. Motion passed unanimously.
- IV. Public Comment – None
- V. Organizational Meeting
 - A. Election of Officers
 1. Election of Chair – Chair Stilin called for nominations for Board Chair. Board member Lundak nominated Tom Stilin for the position. Nominations for Board Chair were requested two more times with no other nominations submitted. A roll call vote was taken, and Tom Stilin was elected Board Chair with a vote of 5:0.
 2. Election of Vice-Chair – Chair Stilin called for nominations for Vice-Chair. Board member Lundak nominated Josh Norlien as Vice-Chair. Nomination for Vice-Chair were requested two more times with no other nominations submitted. A roll call vote was taken, and Josh Norlien was elected Vice-Chair with a vote of 5:0.
 3. Resolution to Combine the Duties of the Clerk and Treasurer in One Person in the Office of Business Affairs – Board member Peterson introduced the resolution to combine the duties of the Clerk and Treasurer in one person in the office of business affairs. Seconded by Carlson. A roll call vote was taken, and the resolution passed with a vote of 5:0.
 4. Election of Clerk – Board member Swenson nominated himself for the position of Clerk. Nominations for Clerk were requested two more times with no other nominations submitted. A roll call vote was taken, and Mark Swenson was elected Clerk with a vote of 5:0.
 5. Election of Treasurer – Board member Lundak nominated himself for the position of Treasurer. Nominations for Treasurer were requested two more times with no other nominations submitted. A roll call vote was taken, and Gene Lundak was elected Treasure with a vote of 5:0.
 - B. Official Designations
 1. Official Depository – A motion was made by Lundak to retain Bremer Bank as the official depository. Seconded by Peterson. Motion passed unanimously.
 2. Official 2022 Board Meeting Calendar – Superintendent Morem reviewed her proposal to move to one Board meeting a month, adding Study Sessions as needed. Discussion was held regarding the importance of regular Superintendent updates and Board member feedback regarding them. It was also noted that the September meeting should be listed as September 1 rather than September 8. A motion was made by Peterson to approve the amended 2022 Board meeting calendar with meetings to be held on the first Thursday of each month. Seconded by Carlson. Motion passed unanimously.

3. Wire Transfer Authorization – A motion was made by Carlson to authorize Superintendent Morem and Finance Director Rostad to make wire transfers. Seconded by Lundak. Motion passed unanimously.
 4. Official Newspaper – A motion was made by Lundak to retain the Caledonia Argus as the official newspaper. Seconded by Swenson. Motion passed unanimously.
 5. District Legal Counsel – A motion was made by Peterson to retain Kennedy & Graven as the district legal counsel. Seconded by Swenson. Motion passed unanimously.
 6. Compensation of Board of Education Members – Current Board compensation was reviewed with Board member Lundak noting the pay rates of local districts. Discussion was held regarding past changes and the possibility of an increase to \$50.00 per meeting for one to two meetings per day and \$50.00 for additional meetings. A recommendation was also made to increase the pay for half-day trainings to \$50.00. A motion was made by Lundak to increase Board compensation to \$50.00 per meeting for one to two meetings per day and \$50.00 for any additional meetings or half-day trainings. Seconded by Peterson. Motion passed unanimously.
- C. Committee Appointments – Board members present were given the opportunity to express interest in the various committees. Committee appointments are as follows:
1. Facilities Committee – Peterson, Norlien and Erdmann
 2. Negotiations Committee – Stilin, Swenson and Peterson
 3. On-Line Schools Committee – Carlson, Stilin and Lundak
 4. Finance Committee – Swenson, Lundak and Carlson
 5. Policy Committee – Norlien and Lundak.
- D. Board Representation – Discussion was held regarding the positions and Board members were given the opportunity to indicate their preferences as follows:
1. Meet and Confer Committee – Carlson and Erdmann
 2. Legislative Liaison – Lundak
 3. Houston County Collaborative – Stilin
 4. MSHSL Representative – Peterson
 5. Community Education Advisory Council – Erdmann
 6. ECFE Advisory Council – Swenson
 7. District Advisory Committee – Carlson and Lundak
 8. HVED Board of Directors – Lundak
 9. Continuing Education Committee – Peterson
 10. MSBA Representative – Stilin
 11. Q Comp Committee – Norlien
 12. Wellness Committee – Erdmann
 13. District Technology Committee – Carlson, Lundak and Swenson
- VI. Consent Items – A motion was made by Lundak to approve the consent items. Seconded by Swenson. Motion passed unanimously.
- A. Minutes
 1. Approval of December 16, 2021
 - B. Personnel
 1. Contracts
 - a. Stirling Foley

- b. Amanda Moburg
- c. Steve Walters
- d. Judy Zobeck
- 2. Hiring Memos
 - a. Mattie Hellerud
 - b. Dale Moga
- 3. Resignations
 - a. Jacob Highum
 - b. Joffre Pedretti
 - c. Diana Pruka
- 4. Leave Request
 - a. Melissa Roggemann

VII. Discussion Items

- A. High School Gym Projector Replacement – Superintendent Morem reviewed a quote from Tierney for the purchase of a replacement projector for the high school gym. Discussion was held regarding funding and the time frame for replacement. A motion was made by Swenson to approve the purchase of a projector for the high school gym in the amount of \$12,812.08. Seconded by Peterson. Motion passed unanimously.
- B. Catholic Church/ABLE Buildings – Superintendent Morem described the shortage of classroom and office space within the district and recommended that the Board consider purchasing one or both recently available properties in Houston. She also noted that lease levy authority can be used so there would be no extra costs to taxpayers. Board members indicated an interest in pursuing the properties and recommended going into closed session at the end of the meeting to discuss offers.
- C. Elementary Camera Upgrade – Superintendent Morem shared the need to upgrade the analog cameras and NVR at the elementary school. A quote in the amount of \$15,065.00 was reviewed and discussion held regarding the age of the current cameras, funding and time frame for replacement. Board members requested that the Facility committee meet to determine the need for the upgrades and review the quote.

VIII. Old Business (Items for Discussion and Approval)

- A. FY2021 Audit – A motion was made by Peterson to approve the FY2021 audit. Seconded by Lundak. Motion passed unanimously.

IX. New Business (Items for Discussion and Approval)

- A. Budget Process and Possible Reductions to Staff – Superintendent Morem noted that this process is completed annually and may involve tenured staff. Board member Swenson introduced the resolution directing the administration to make recommendations for reductions in programs and positions. Seconded by Carlson. The resolution passed unanimously.
- B. Policy 491 – Mandatory COVID-19 Vaccination or Testing and Face Coverings - Superintendent Morem explained that the purpose of this policy is to bring the district into compliance with OSHA’s Emergency Temporary Stand on Vaccination and Testing. She also shared that this policy needs to be in place by January 10 unless the Supreme Court rules against it. A motion was made by Swenson to adopt policy 491 – Mandatory COVID-19 Vaccination or Testing and Face Coverings contingent on the Supreme Court ruling. Seconded by Carlson. Motion passed unanimously.
- C. Fourth Quarter Board Pay – A motion was made by Lundak to approve the fourth quarter Board pay. Seconded by Swenson. Motion passed unanimously.

D. Policies for First Reading – Minimal changes have been made to these policies and Board members were encouraged to review them for approval at the February 3 meeting.

1. Policy 410 – Family Medical Leave
2. Policy 414 – Mandated Reporting of Child Neglect
3. Policy 415 – Mandated Reporting of Maltreatment of Vulnerable Adults
4. Policy 726 – Post Issuance Compliance

X. Announcements

A. Important Events – None noted.

B. Meeting and Committee Updates – A reminder was provided that a Facilities meeting has been scheduled for Wednesday, January 12 at 10:30 AM. Board member Lundak also updated the Board on a recent HVED meeting where it was determined that a building purchase would not take place.

C. Board/Superintendent Feedback/Thank You's/Future Agenda Items – A Thank-you was shared from the Fadness family for a library donation made in honor of Dave Fadness a former Houston educator. A thank you note was also shared from the Erdmann family for benevolence received after the recent death of Dave Erdmann, father of Board member Richard Erdmann.

XI. Closed Session Regarding Purchase of Property – A motion was made by Peterson to close the meeting to discuss the purchase of the properties at 202 S Sheridan Street and 105 W Elm Street in Houston. Seconded by Swenson. Motion passed unanimously. Meeting was closed at 6:50 PM. Chair Stilin called the closed meeting to order at 7:03 PM. Members present were Mimi Carlson, Mark Swenson, Tom Stilin, Arlin Peterson, Gene Lundak and Mary Morem. Discussion was held regarding each property, potential usage and submission of an offer. A motion was made by Peterson to adjourn the closed meeting and return to an open meeting. Seconded by Swenson. Motion passed unanimously at 7:50 PM.

XII. Adjourn – A motion to adjourn was made by Peterson and seconded by Swenson. Motion passed unanimously and the meeting adjourned at 7:50 PM.