

**Minutes of Special Meeting with Closed Session ~ The Board of Education ISD 676**

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1. Call to Order at 4:39 P.M. by Vice Chair Jeramy Swenson

1.1. Pledge of Allegiance

1.2. Roll Call (alphabetical order):

Present in Attendance: Jodie Davy, Cari Dostal, Brent Olson, Carol Rhen and Jeramy Swenson

Absent: Jamie Isane

1.3. Administration: Kevin Ricke

2. Visitor Comments – None

Visitors Present in Attendance (alphabetical order):

Todd Netzke (Presenter) attended remotely by speaker phone for Agenda Item #4.1

3. Approval of Agenda

3.1. Recommendation to **add** and/or remove items to the agenda from Board Members or School Administrators

*\*\* Add Agenda Item 5.10. Use of Gym Request by Diann (& Curt) Hauger  
Family exploring the possibility of one of the following dates for a  
Memorial/Funeral Service: Sunday, March 13; Sunday, March 20 or  
Saturday, March 19. \*\**

3.2. A motion was made by **Member Olson** to approve this agenda for the Tuesday, March 8, 2022 Special School Board Meeting with Closed Session as **amended**. Motion seconded by **Member Davy**. 5-Yes and 0-No vote; U.C. = motion carries unanimously.

4. Communications

4.1. School Management Services (SMS) proposal for business management and support services.

Presenter:

Available by attending remotely for questions-and-answers regarding outsourcing accounting services is Todd Netzke, President of School Management Services, LLC, 3730 95th Ave SW, Byron, MN 55920

Attachment: SMS Badger ISD #676 - BM & Support Services Contract 3.4.22[2]

4.2. Superintendent

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4. Communications >

4.2. Superintendent > *continued*

- 4.2.a. Region 1: Communicated with Bob Wheeler, Executive Director of Region 1 (Moorhead, MN office), regarding whether interim outsourcing accounting services will be available until the next Badger School Business Manager Accountant is hired and trained.

Description: Region 1 hosts our HR/payroll/employee benefit (SMART Systems) application as well as student management support for MDE submissions, food service and other miscellaneous financial software application support(s). The response will be shared once received by Bob Wheeler.

Attachments:

- Region One ESV Invoices
- Email Response from Region 1 and Attachment combined
- Emergency Payroll Preparation Services from Region 1

- 4.2.b. Brady Martz: Communicated with Brian Opsahl, Certified Public Accountant, Shareholder of Brady Martz & Associates, P.C. (Grand Forks, ND office). Back in October of 2021, they were ready and had staff available to provide interim outsourcing accounting services (payroll only). Brian Opsahl thanked our school district for reaching out to Brady Martz; however, he regrets informing us that they have a waiting list and declined to present a proposal for fee-based interim services at this time.

5. Proposed Resolutions

- 5.1. Accept Paraprofessional Resignation: A motion was made by **Member Dostal** to accept the resignation of Diann Hauger, Special Education Paraprofessional, with last day employment being Friday, February 28, 2022. Motion seconded by **Member Rhen**.

5-Yes and 0-No vote; **U.C.** = motion carries unanimously.

Description: Sincere thank you for 16 school years of service.

Attachment: Unredacted Letter of Resignation from DH 28 Feb 2022

- 5.2. Approve Advertising for a Paraprofessional: A motion was made by **Member Olson** to approve advertising for a regular part-time 7.25 paid hours per school day Jr. High/Sr. High Special Education Paraprofessional for the remainder of SY2021-2022 and beyond. Motion seconded by **Member Davy**. 5-Yes and 0-No vote; **U.C.** = motion carries unanimously.

Attachment: Para Sp Ed Regular Part-time JrH HS 01 March 2022

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5. Proposed Resolutions > *continued*

- 5.3. Accept Business Manager Accountant Resignation: A motion was made by **Member Davy** to accept the resignation of Shena Brandt, Business Manager Accountant, with last day of employment being Thursday, March 10, 2022. Motion seconded by **Member Rhen**.  
5-Yes and 0-No vote; U.C. = motion carries unanimously.

Description: Sincere thank you for approximately 6 years of service and best wishes on a new career endeavor.

Attachment: Letter of Resignation from SB received 22 Feb 2022

- 5.4. Approve advertising for Business Manager Accountant: A motion was made by **Member Olson** to approve advertising for a Business Manager Accountant. Motion seconded by **Member Davy**. 5-Yes and 0-No vote; U.C. = motion carries unanimously.

Attachments: • Business Manager Accountant 24 Feb 2022  
• Business Manager ISD 676 Job Description 24 February 2022  
• Business Manager Accountant Costing Analysis for FY 21, 22, 23

**\*\* Three calls for a motion were attempted for Agenda Item 5.5.  
5.6 and 5.7 became unnecessary (not applicable) as a result of 5.5 not happening. \*\***

- ~~5.5. Closing the Meeting: A motion was made by \_\_\_\_\_ to close the meeting at \_\_\_\_ : \_\_\_\_ P.M. as permitted by Minnesota Statutes, Section 13D.03, Subdivision 1(b) for Labor Negotiations Strategy to discuss and review labor negotiation topics related to Business Management and Support Services. Motion seconded by \_\_\_\_\_~~

~~Yes No Roll Call Vote: Jodie Davy, Cari Dostal, Jamie Isane, Brent Olson, Carol Rhen and Jeramy Swenson.~~

~~BE IT RESOLVED the motion carries or does not carry by a \_\_\_\_ Yes to \_\_\_\_ No vote.~~

- ~~5.6. Re Open Meeting: A motion was made by \_\_\_\_\_ to approve to reopen the meeting at \_\_\_\_ : \_\_\_\_ P.M. upon completion of the closed session portion of the meeting for Labor Negotiations Strategy to discuss and review labor negotiation topics related to Business Management and Support Services. Motion seconded by \_\_\_\_\_~~

~~Yes No Roll Call Vote: Jodie Davy, Cari Dostal, Jamie Isane, Brent Olson, Carol Rhen and Jeramy Swenson.~~

~~BE IT RESOLVED the motion carries or does not carry by a \_\_\_\_ Yes to \_\_\_\_ No vote.~~

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5. Proposed Resolutions > *continued*

**\*\* Three calls for a motion were attempted for Agenda Item 5.5.  
5.6 and 5.7 became unnecessary (not applicable) as a result of 5.5 not happening. \*\***

~~5.7. Approve List of Persons: A motion was made by \_\_\_\_\_ to approve the list of persons attending the closed portion of this March 8, 2022, Special School Board Meeting as presented. Motion seconded by \_\_\_\_\_~~

~~Yes No Roll Call Vote: Jodie Davy, Cari Dostal, Jamie Isane, Brent Olson, Carol Rhen and Jeramy Swenson~~

~~BE IT RESOLVED the motion carries or does not carry by a \_\_\_\_ Yes to \_\_\_\_ No vote.~~

5.8. Approve Hourly Rate of Pay for Long-Term Substitute Office Manager/Substitute Assistant Bookkeeper: A motion was made by **Member Rhen** to approve an hourly rate of pay of \$17.25 per hour for the remainder of SY2021-2022 or FY2022. Motion seconded by **Member Olson**. 5-Yes and 0-No vote; U.C. = motion carries unanimously.

5.9. Approve Proposal for Business Management and Support Services: A motion was made by **Member Davy** to approve Business Management & Support Services with **School Management Services (SMS)** for **three years** with a first installment payment of **\$25,375** in advance for March-June 2022 (3.5 months) and future quarterly installments of **\$21,750** contingent upon amended start of the first sentence of Article II: Duration of Agreement > Section 2 to begin with “**At any given time** School District may terminate...” Motion seconded by **Member Rhen**. 5-Yes and 0-No vote; U.C. = motion carries unanimously.

Description: ARTICLE II

DURATION OF THE AGREEMENT

Section 2 School District’s Termination Rights:

**At any given time** School District may terminate this Agreement upon sixty (60) days written notice in the event the School District determines in its sole discretion that it is not in the School District’s best interests to continue using Contractor’s services

Attachment: SMS Badger ISD #676 - BM & Support Services Contract 3.4.22[2]

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5. Proposed Resolutions > *continued*

- 5.10. Use of Gym Request: A motion was made by **Member Rhen** to approve the Use of Gym Request for Memorial/Funeral Service by Diann (& Curt) Hauger Family exploring the possibility of one of the following dates: **Sunday, March 13; Sunday, March 20 or Saturday, March 19.** Motion seconded by **Member Davy**.  
5-Yes and 0-No vote; U.C. = motion carries unanimously.

6. Adjourn: A motion was made by **Member Dostal** to adjourn at 5:59 PM. Motion seconded by **Member Olson**. 5-Yes and 0-No vote; U.C. = motion carries unanimously.

Reference to Zoom Meeting link used for Agenda Item #4.1

Topic: School Management Services (SMS) at Badger Special School Board Meeting  
Time: Mar 8, 2022 04:30 PM Central Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83569302275?pwd=YkU1RXVNaWhNeHNYeUVJWVhLUVdtUT09>

Meeting ID: 835 6930 2275

Passcode: ISD676

Looking Ahead:

Next Regular School Board Meeting is 7:30 P.M. Monday, March 14, 2022

Cari Dostal, Clerk

Jeremy Swenson, Vice Chair

Jamie Isane, Chairperson