

**MINUTES OF THE REGULAR MEETING
OF THE BOARD OF EDUCATION
BEMIDJI AREA SCHOOLS
JANUARY 25, 2021**

The regular meeting of the Board of Education, Bemidji Area Schools, Bemidji, Beltrami/Hubbard Counties, Minnesota, was held on Monday, January 25, 2021, at 6:30 p.m., in the District Office Board Room.

MEMBERS PRESENT: Jeff Lind, Jeff Haack, Carol L. Johnson, Gabriel Warren, Sarah Young, Ann Long Voelkner and Superintendent Tim Lutz

Abigail Enquist, Student Representative
Joel Roberts, Student Representative

MEMBERS ABSENT:

ADMINISTER OATH OF OFFICE TO NEW BOARD MEMBERS

Superintendent Tim Lutz administered the Oath of Office to newly elected School Board Members Ann Long Voelkner, Jeff Haack and Gabriel Warren.

CALL TO ORDER: (6:34 p.m.)

ORGANIZATION OF THE BOARD

A. Elections

1. **Ann Long Voelkner** Presiding

Ann Long Voelkner was nominated by Sarah Young, seconded by Carol L. Johnson, and upon vote being taken, Ann Long Voelkner was duly elected to that office.

2. **Vice Chairperson** – Chairperson Ann Long Voelkner Presiding

Carol L. Johnson was nominated by Sarah Young, seconded by Jeff Lind, and upon vote being taken, Carol L. Johnson was duly elected to that office.

3. **Clerk**

Sarah Young was nominated by Carol L. Johnson, seconded by Jeff Haack, and upon vote being taken, Sarah Young was duly elected to that office.

4. **Treasurer**

Jeff Lind was nominated by Sarah Young, seconded by Jeff Haack, and upon vote being taken, Jeff Lind was duly elected to that office.

The motion was offered by Jeff Lind, seconded by Jeff Haack, and carried by all in attendance to authorize Krisi Fenner, Director of Business Services, to perform the duties of Treasurer of the School Board.

B. Other Organizational Considerations

1. **School Board Member Compensation**

The motion was offered by Carol L. Johnson, seconded by Jeff Haack, and carried by all in attendance to set the compensation received by School Board Members for the 2021 calendar year at \$525.00 per month.

2. School Board Chairperson Compensation

The motion was offered by Jeff Haack, seconded by Sarah Young, and carried by all in attendance to set the compensation received by the School Board Chairperson for the 2021 calendar year at \$675.00 per year.

3. Table Negotiator Compensation

The motion was offered by Jeff Haack, seconded by Jeff Lind, and carried by all in attendance to set the compensation received by the School Board Table Negotiators for the 2021 calendar year at \$525.00 per year.

4. Regular Monthly Meetings – Date and Time

The motion was offered by Carol L. Johnson, seconded by Jeff Haack, and carried by all in attendance that the regular meetings of the Board of Education be held on the third Monday of the month, at 6:30 p.m., in the District Office Board Room. Special Meetings shall be held as needed.

5. Enabling Act

The motion was offered by Jeff Haack, seconded by Sarah Young, and carried by all in attendance establishing the Enabling Act for the guidance of the Superintendent as follows:

- a. to maintain a Petty Cash Fund of \$100 for various small expenditures, which are required from time-to-time and which by the nature, would make it inconvenient to go through regular channels of the Board. The Director of Business Services is appointed as custodian of this fund;
- b. to certify payment of membership in state and national organizations whose functions support the educational program;
- c. to certify reimbursement for expenses of School Board Members, the Superintendent, and other school personnel to such state and national meetings as it may seem advisable to attend;
- d. call the officers of the Board as a special committee on ways and means between regular Board Meetings on the Superintendent's own initiative or at the request of a Member of the Board;
- e. to employ/discharge nonlicensed personnel, to certify wages and salaries from payment in accordance with schedules adopted by the Board, and to administer the provisions of the negotiated agreements;
- f. to accept employee resignations when deemed to be in the best interest of District No. 31;
- g. to certify to the officers for their facsimile signatures such items as:
 - (1) payment of items covered by contract with the Board of Education,
 - (2) payment of emergency bills in which it appears that financial loss or hardship will follow if there is a delay in payment,
 - (3) payment of bills carrying penalties or discount,
 - (4) payment of regular or reoccurring bills;
- h. to lease, purchase and contract for goods and services within the budget as approved by the Board, provided that any transaction in an amount of which bids are required must first be specifically authorized by the Board and fulfill all other applicable requirements of Minnesota Statute. Under the provisions of M.S. 123B.52, Subd. 1, the Director of Business Services is also authorized to perform these actions;

- i. to make short-term investments of surplus current funds in legally approved securities. The Director of Business Services is also authorized to perform these actions;
- j. to transfer monies on a continuing basis from a fund receiving a service or supply to another fund granting the services or supply. This authorization shall include only those transfers that are for supplies or services;
- k. to conduct day-to-day operations of the district, not specifically covered above, in accordance with the terms of the Superintendent's contract, Board Policy, and appropriate state and federal statutes;
- l. pursuant to M.S. 123B.02, Subd. 18, the School Board authorizes the Director of Business Services to make payment of claims prior to Board approval and requires that payments made prior to the Board approval be acted upon at the next Board meeting;
- m. delegate the Director of Business Services the authority to make electronic transfers and approve electronic transfers made by other initiators;
- n. to sign grants on behalf of the school district when deemed to be in the best interest of District No. 31;
- o. to delegate the Director of Business Services the authority to refinance existing bonds when deemed to be in the best interest of District No. 31;
- p. to authorize the Director of Business Services to enter into emergency management agreements with organizations in the county, including the American Red Cross, in emergency situations;
- q. to authorize the Superintendent to accept donations with a value of up to \$500 on behalf of the Board.

6. **Depository Resolution**

Jeff Lind offered the following resolution and moved its adoption:

DEPOSITORY RESOLUTION

BE IT RESOLVED, that we, the Board of Directors of Independent School District No. 31, Bemidji, Beltrami and Hubbard Counties, Minnesota, at a meeting held on January 25, 2021, do hereby designate as depositories of district funds those national, insured state banks or thrift institutions as defined in 51A.54, Subdivision 23, and the MSDLAF family of accounts for a period beginning the 31st of January 2021, and ending on the 30th of January 2022.

BE IT FURTHER RESOLVED, that in accordance with M.S. 123B.14. Subdivision 3, the Treasurer is authorized to exercise the powers of this governing body in designating the depositories of such funds. This authorization is subject to the right to said Board of Directors to modify, vacate, or revoke at any time.

The motion for the adoption of the foregoing resolution was duly seconded by Carol L. Johnson, and upon vote thereon a tabulation of votes is as follows:

AYES: Jeff Haack, Carol L. Johnson, Gabriel Warren, Jeff Lind, Sarah Young,
and Ann Long Voelkner
NOES: None
ABSENT: None

WHEREUPON, said resolution was declared passed and adopted.

PREVIEW OF AGENDA – SUPERINTENDENT TIM LUTZ

APPROVAL OF AGENDA

The motion was offered by Jeff Haack, seconded by Carol L. Johnson, and carried by all in attendance to approve the agenda.

CONSENT AGENDA

The motion was offered by Jeff Haack, seconded by Sarah Young, and carried by all in attendance to approve the following Consent items:

- A. Meeting Minutes from the December 21, 2020 School Board Meeting
- B. Current Bills and Special Checks Totaling \$3,311,713.69
- C. Second Reading and Adoption of Revised SBR 500-10-1: Transportation – Student Transportation Safety Policy
- D. Noncertified Staff Resignation
- E. Release from Contract Request

SPECIAL TOPICS

2019-2020 Audit Presentation

Jon Roscoe, from Miller McDonald, Inc., presented the FY 2019-2020 audit findings.

COVID UPDATES

COVID Updates – Superintendent Tim Lutz

Superintendent Lutz provided an update on COVID. Locally, the numbers are not going up. The Minnesota Department of Health rolling number average rose slightly last week. Beltrami County numbers released today are down from last week.

The COVID-19 Vaccine Pilot Program has gone well. Bemidji Area Schools was provided 47 slots for district staff. County Health is letting us know when there is extra vaccine available to offer to our staff.

We currently have two staff who are COVID positive. No students who are positive.

We will begin bringing secondary students back into hybrid model. Bemidji Middle School will begin the hybrid model on February 1 and Bemidji High School will start on February 4 for Group B in grades 9, 10 and 11 and February 16 for Group B grade 12.

STUDENT REPRESENTATIVE REPORT

Abigail Enquist and Joel Roberts reported on Bemidji High School activities including: Bemidji High School Schedule Change

DONATIONS

Donation

The motion was offered by Jeff Haack, seconded by Carol L. Johnson, and carried by all in attendance to accept the \$1,000 donation from Fidelity Charitable Donor-Advised Fund.

EQUITABLE STUDENT ACHIEVEMENT

Online Learning Program Update

Kyle McMartin provided an update on the exploration of an Online Learning Program including:

- Current online enrollment status.
 - Action steps since December: Meeting with Minnesota Department of Education, enrollment and activity participation, meetings with IQ Academy (Fergus Falls) and Infinity Online (Grand Rapids).
 - Activities: Student participation in activities based on open enrollment guidelines/policies.
 - Funding: Site license clarification, comprehensive (generate full ADM)/supplemental (generate partial ADM). Can provide asynchronous or synchronous instruction. Interventions and progress monitoring.
 - February Steps: Continue work with program narrative (application; curriculum scope – comprehensive or supplemental; survey sent out to current full-distance learners).
- No action was taken.

American Indian Parent Advisory Committee Resolution

Jeff Haack introduced the following resolution and urged its adoption:

AMERICAN INDIAN PARENT ADVISORY COMMITTEE RESOLUTION

WHEREAS, the school board or district has an AIPAC composed of parents/guardians of American Indian children who are eligible for Indian education programs, American Indian language and culture teachers and paraprofessionals, American Indian teachers, American Indian counselors, American Indian adults enrolled in educational programming, and American Indian representatives from community;

WHEREAS, the School Board or district affords the AIPAC the necessary information and the opportunity to effectively express their views concerning all aspects of American Indian education and the educational needs of the American Indian children enrolled in the school(s) and program(s); and

WHEREAS, the AIPAC is directly involved with and advises the School Board and district staff on Indian Education program planning; and

WHEREAS, the AIPAC develops and submits recommendations to the School Board and district staff pertaining to the needs of American Indian students.

THEREFORE, BE IT RESOLVED, that the AIPAC concurs that the School Board and district are compliant with Minnesota Statutes, section 124D.78, and that the School Board and district are meeting the needs of American Indian students.

The motion for the foregoing resolution was seconded by Carol L. Johnson, and a tabulation of votes is as follows:

AYES: Sarah Young, Jeff Lind, Jeff Haack, Gabriel Warren, Carol L. Johnson,
and Ann Long Voelkner

NOES: None

ABSENT: None

WHEREUPON, the foregoing resolution was duly passed and adopted.

RELATIONSHIPS/COLLABORATION

Designating a Local Education Agency Representative for Various Federal Programs

Sarah Young introduced the following resolution and moved its adoption:

RESOLUTION REGARDING VARIOUS FEDERAL PROGRAMS AND DESIGNATING AN AUTHORIZED LOCAL EDUCATION AGENCY REPRESENTATIVE AS RELATED HERETO

WHEREAS, it is the desire of the School Board of Bemidji Area Schools, Independent School District No. 31, Bemidji, Minnesota, to participate in various programs available through the federal government; and

WHEREAS, each of these programs require the designation of an authorized Local Education Agency Representative;

NOW, THEREFORE, BE IT RESOLVED that Alexis Wilde, Director of Special Education, be designated as the authorized Local Education Agency Representative relating to the following federal programs; and that she is hereby authorized to prepare and submit applications for funding relating hereto.

Federal Funds for Special Education, IDEIA 2004, Public Law 105-17
Federal Flow-Through Funds
Federal Preschool Initiative Funds
Flow-Through Personnel Development 3-21
Preschool Incentive Personnel Development 3-5
Federal Low Incidence Discretionary
Federal Part C Infants and Toddlers
Federal IEIC Committees
Federal Early Intervention Family Services
Development of Coordinated Services
Federal Splinter Funds
Federal Discretionary CSPD Regional
Section 504 of the Rehabilitation Act
Limited English Proficient
Early Intervening Funds

The motion for the adoption of the foregoing resolution was duly seconded by Jeff Haack, and a tabulation of votes is as follows:

AYES: Carol L. Johnson, Gabriel Warren, Sarah Young, Jeff Lind, Jeff Haack,
and Ann Long Voelkner
NOES: None
ABSENT: None

WHEREUPON, said resolution was declared passed and adopted.

Designating a Local Education Agency Representative for Title I & P.L. 81-874 Impact Aid

Jeff Lind introduced the following resolution and urged its adoption:

RESOLUTION REGARDING THE TITLE I AND IMPACT AID PROGRAMS AND DESIGNATING AN AUTHORIZED LOCAL EDUCATION AGENCY REPRESENTATIVE AS RELATED HERETO

WHEREAS, it is the desire of the School Board of Bemidji Area Schools, Independent School District No. 31, Bemidji, Minnesota, to participate in the Title I and Impact Aid programs;

WHEREAS, these programs require the designation of an authorized Local Education Agency Representative;

NOW, THEREFORE, BE IT RESOLVED that Colleen Cardenuto, Director of Curriculum and Administrative Services, be designated as the authorized Local Education Agency Representative relating to Title I and Impact Aid; and that she is hereby authorized to prepare and submit applications for funding relating hereto.

The motion for the adoption of the foregoing resolution was duly seconded by Carol L. Johnson, and a tabulation of votes is as follows:

AYES: Jeff Haack, Carol L. Johnson, Jeff Lind, Sarah Young, Gabriel Warren,
and Ann Long Voelkner
NOES: None
ABSENT: None

WHEREUPON, said resolution was declared passed and adopted.

HIGH QUALITY DISTRICT

Award Legal Advertising Quotation

The motion was offered by Jeff Haack, seconded by Sarah Young, and carried by all in attendance awarding the quotation for legal advertising for 2021 to The Bemidji Pioneer in the amount of \$9.00 S.A.U. for the first insertion and \$8.15 S.A.U. for subsequent insertions.

2019-2020 Student Activities Fundraising Report – Krisi Fenner

Krisi Fenner, Director of Business Services, presented a summary of student fundraisers in 2019-2020. No action was taken.

2019-2020 Audit Summary and Action

The motion was offered by Carol L. Johnson, seconded by Jeff Lind, and carried, the vote was 6-0 to approve the FY 2019-2020 annual audit as presented.

Financial Projection Update

Superintendent Lutz and Krisi Fenner, Director of Business Services, provided an update on the financial projection. The presentation included a summary of the following:

- How schools are funded.
- Per Pupil Formula: Recent History (Last increased in 2007)
- Budget Picture: Gap is Growing
- Budget Picture: Reserve is Disappearing (SOD (Statutory Operating Debt) by end of next school year unless something happens).
- SOD – A negative unreserved general fund balance of 2 ½% of most recent fiscal year's expenditure amount.
- Partner with State for getting out of SOD. We would lose our local control/decision-making.
- What if the Operating Levy Doesn't Pass?
- Explored Numerous Solutions:
 - Reduce extracurriculars
 - Reconfigure school boundaries/close schools
 - Increase class sizes
 - Restructure grade bands
 - Reduce class and building budgets
 - Reduce student supports
 - Reduce course offerings
 - Salary freezes
 - Increase activity fees
 - Reduce teaching staff, non-certified staff, and administrative staff
 - Delay curriculum purchases
 - Delay capital projects
 - Delay bus purchase
- Next Steps: Analysis of Budget Reductions

High School Schedule

District administration will explore other options to save the same amount of savings without affecting the four period day this year. We will wait a year to explore other high school schedules.

Pay Equity Implementation Report

The motion was offered by Jeff Haack, seconded by Jeff Lind, and carried by all in attendance to approve the pay equity report.

WORKFORCE DEVELOPMENT

UPCOMING EVENTS

February Meeting – Monday, February 22, 2021, 6:30 p.m. *(Date change due to observance of Presidents' Day holiday)*

OTHER

Schedule School Board Work Session

A School Board Work Session will be scheduled in the near future. Date to be determined.

Once Around the Table

School Board Members shared their observations of events in the district.

ADJOURNMENT

The motion was offered by Jeff Haack, seconded by Carol L. Johnson, and carried by all in attendance to adjourn. Time: 9:53 p.m.

Sarah Young, Clerk

Date Approved

Ann Long Voelkner, Chair

Date Approved