

MINUTES
BOARD OF EDUCATION
St. Cloud Area School District 742
St. Cloud, Minnesota
January 6, 2025

A meeting of the Board of Education of St. Cloud Area School District 742 was held on Tuesday, January 6, 2025, at District 742 Administration Office, 1201 South Second Street, Waite Park, Minnesota, for the purpose of reorganization.

The meeting was called to order at 5:01 p.m. by 2024 Board Chair Shannon Haws with the following Board Members present: Scott Andreasen, Natalie Copeland (Ringsmuth), Zach Dorholt, Diana Fenton, Shannon Haws, Bruce Hentges, Heather Weems.

I. APPROVAL OF REORGANIZATION MEETING AGENDA

Moved by Andreasen, seconded by Dorholt to approve the agenda.

On roll call, the following voted “aye:” Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried.

II. (ACTION) - ELECTION OF OFFICERS

A. Moved by Andreasen, seconded by Copeland to nominate Shannon Haws as Chair. There were no further nominations.

On roll call, the following voted “aye:” Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried. Haws was declared Chair and assumed the position.

B. Moved by Haws, seconded by Andreasen to nominate Zach Dorholt as Vice-Chair. There were no further nominations.

On roll call, the following voted “aye:” Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried. Dorholt was declared Vice-Chair.

C. Moved by Haws, seconded by Copeland to nominate Bruce Hentges as Clerk. There were no further nominations.

On roll call, the following voted “aye:” Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried. Hentges was declared Clerk.

D. Moved by Haws, seconded by Dorholt to nominate Scott Andreasen as Treasurer. There were no further nominations.

On roll call, the following voted “aye:” Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried. Andreasen was declared Treasurer.

III. (ACTION) - REMUNERATION FOR BOARD MEMBERS

Moved by Copeland, seconded by Andreasen to increase the 2025 monthly compensation which is the average amount of the increases for all bargaining groups by 2.6%.

1. The monthly compensation shall be \$881.98 for the Board of Education Chair and \$767.45 for all other members of the Board of Education.
2. The yearly budget for education and training expenses for School Board Members shall be \$5,950.00. Individual Board Members who wish to go beyond the \$850.00 per Board Member allowance, should present their request to the Board Development Committee for review.
3. Board Members may elect at the Board Reorganization Meeting to defer a portion of their compensation to an Individual Education Account for use towards educational expenses not covered by the \$850.00 allowance. This is a one-time deferral, with the remaining year's compensation paid in regular monthly amounts. Once deferred, the amount cannot be rescinded and paid out in regular compensation. This is an option only, and the plan is established to encourage Board Members to attend national conferences, which provide outstanding educational experiences, but which are beyond the financial resources of the District.
4. Board Members shall be reimbursed for use of their automobile for all out-of-district School District-related travel at the rate established for School District employees. Board Members will not receive reimbursement for mileage within the School District.
5. At least quarterly, reimbursements other than monthly compensation will be placed on the consent agenda for approval by the Board.

On roll call, the following voted “aye: Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried.

IV. (ACTION) - SET A TIME, DAY, AND PLACE FOR REGULAR MEETINGS OF THE BOARD OF EDUCATION

Moved by Andreasen, seconded by Copeland to approve the proposed 2025 Board of Education meeting schedule.

On roll call, the following voted “aye: Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried.

V. REVIEW APPOINTMENTS BY BOARD CHAIR - BOARD OF EDUCATION STANDING COMMITTEES

Board Chair Haws made the following Board Member appointments to the Board of Education Standing Committees:

AGENDA PLANNING COMMITTEE

Shannon Haws (Chair)
Zach Dorholt (Vice-Chair)
Third Board Member (on a rotating basis)
Dr. Laurie Putnam, Superintendent
Dr. Jason Harris, Assistant Superintendent of Secondary Education
Nikki Hansen, Assistant Superintendent of E-5 Learning
Shannon Avenson, Assistant Superintendent of E-12 Educational Services
Adam Holm, Executive Director of Community Education
Amy Skaalerud, Executive Director of Finance and Business Services
Tracy Flynn Bowe, Executive Director of Human Resources
Joel Heitkamp, Executive Director of Operations
Donna Roper, Executive Director of Research, Enrollment and Assessment
Gary Ganje, Executive Director of Special Projects
Tami DeLand, Director of Community Engagement and Communications

ACHIEVEMENT, INTEGRATION AND EQUITY COMMITTEE

Diana Fenton, Chair
Scott Andreasen
Natalie Copeland

BOARD DEVELOPMENT, POLICY AND GOVERNANCE COMMITTEE

Zach Dorholt, Chair
Scott Andreasen
Diana Fenton

BOARD FINANCE AND AUDIT COMMITTEE

Heather Weems, Chair
Scott Andreasen
Bruce Hentges
Selected Community Member

LEGISLATIVE COMMITTEE

Bruce Hentges, Chair
Zach Dorholt
Diana Fenton

PERSONNEL & NEGOTIATIONS COMMITTEE

Natalie Copeland, Chair
Shannon Haws
Heather Weems

VI. REVIEW APPOINTMENTS BY BOARD CHAIR – SCHOOL BOARD APPOINTMENTS TO DISTRICT COMMITTEES AND ORGANIZATIONS

Board Chair Haws made the following School Board Appointments to District Committees/Organizations:

Association of Metropolitan School Districts (AMSD)	Bruce Hentges
Community Education Advisory Council	Scott Andreasen
District Advisory Committee	Natalie Copeland
District 742 Finance Study Group	Scott Andreasen
Early Childhood Advisory Committee	Diana Fenton
GraNet Fiber Optics Joint Powers Board	Scott Andreasen
Labor Management Committee	Shannon Haws
Minnesota State High School League	Bruce Hentges
Stearns County Family Collaborative Joint Powers Board	Natalie Copeland

VII. (INFORMATION) – BOARD POLICY 210 – CONFLICT OF INTEREST – SCHOOL BOARD MEMBERS

In accordance with Board Policy 210, Board Members were reminded to complete the Annual School Board Conflict of Interest Disclosure Form.

VIII. (ACTION) – BOARD DESIGNATES THE OFFICIAL NEWSPAPER

The Administration recommends that St. Cloud Live be designated as the official newspaper for publication of official proceedings for 2025.

Moved by Andreasen, seconded by Copeland to approve St. Cloud Live be designated as the official newspaper for publication of official proceedings.

On roll call, the following voted “aye: Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried.

IX. (ACTION) - CONSENT AGENDA

Moved by Andreasen, seconded by Copeland to approve the Consent Agenda.

A. Board Appoints Legal Counsel

The Administration recommends the Board of Education Appoint the following firms to serve as School District Legal Counsel for the 2025 calendar year; that advice to the Board shall be at the discretion of the Board Chair, and advice to the District other than advice to the Board shall be at the discretion of the Superintendent or Board Chair as appropriate. The hourly rates listed are dependent upon services required:

- Squires, Waldspurger & Mace, P.A. (Previously Rupp, Anderson, Squires & Waldspurger & Mace, P.A.)
General Counsel, \$235 - \$280 per hour
- Quinlivan & Hughes, P.A.
General Counsel, \$185 - \$275 per hour
- Evenson Decker, P.A. (Previously Franz, Hultgren, Evenson, P.A.)
Property Issues, \$390 - \$425 per hour
- Knutson, Flynn & Deans, P.A.
Bond & Election Counsel, \$240 - \$250 per hour
- Ford and Harrison
Immigration Counsel, \$380 per hour and \$4,000 for H-1B Filing Cases

B. Signature Plates

Authorize the Business Office to continue to use the present signature plates until the new plates, with the new Board Officers' signatures, arrive. There is always a waiting period in securing new plates.

C. Authorization to Make Payment Prior to Board Meeting

Authorize the District Business Office/Accounts Payable Department to process checks for payment of goods and services on a weekly basis prior to Board approval. All payments will be summarized for Board approval at their regular meeting. This policy allows the District to take advantage of discount privileges, vendor contract terms or timely payment with the 35 day requirement as mandated by state statute.

D. Designation of Amy Skaalerud, Executive Director of Finance and Business Services

Authorize and designate Amy Skaalerud, Executive Director of Finance and Business Services, to sign legal/financial reports/documents/financial transactions/imprest fund

documents and to resolve issues with financial institutions in addition to the authorized check signers, on behalf of the Board of Education of District 742.

E. Designation of Laurie Putnam, Superintendent

Authorize and designate Laurie Putnam, Superintendent, to sign legal documents on behalf of the Board of Education of District 742.

F. Authorization to Make Investments, Transfers, and Withdrawals

Authorize Amy Skaalerud, Executive Director of Finance and Business Services; David Cooney, Controller; and Josh Bentley, Accounting Coordinator, to make investments, transfers and withdrawals from checking/savings via wire transfers to other financial institutions.

G. Authorization to Sign Stop Payments

Authorize Amy Skaalerud, Executive Director of Finance and Business Services; David Cooney, Controller; and Josh Bentley, Accounting Coordinator, to sign stop payments.

H. Authorization to Make Telephone and Wire Transfers and Electronic Fund Transfers

Authorize Amy Skaalerud, Executive Director of Finance and Business Services; David Cooney, Controller; and Josh Bentley, Accounting Coordinator, to make telephone and wire transfers and electronic fund transfers to and from Bremer Bank of St. Cloud, Minnesota Liquid Asset Fund, US Bank, and Associated Bank.

I. Authorization for David Cooney, Controller

Authorize David Cooney, Controller, to sign purchasing contracts on behalf of the Board of Education of District 742.

J. Authorization to Make Purchases by Credit Card

Authorize Megan Daniel, Christine Hatch, Brenda Overboe, Shannon Czeck, David Cooney, Jolene Kadlec, Theresa Loch-Thoele, Penny Goetz, Amanda Brill, Colia Bynum, Josh Bentley, Jennifer Stueve, Tiffney Groess, Jan McGuire, and Natasha Villette-Smelter to make purchases by credit card.

K. Authorization to Authorize User Access to Minnesota Department of Education's Secure Website

Authorize Laurie Putnam, Superintendent, and Amy Skaalerud, Executive Director of Finance and Business Services, to authorize user access to Minnesota Department of Education's secure websites.

L. Chair Signature Policy

Authorize and designate the Board Chair and/or Clerk (as appropriate) to sign documents, in accordance with law, when signifying actions properly approved by the Board upon presentation of the appropriate certification tying the document to the Board action specifically authorizing the action.

M. Board Designates Depositories

Designate depositories, by accounts, for the 2025 calendar year, including depositories for investments, as follows:

- US Bank (Payroll/Operating Account and Payable Investments)
- Minnesota Liquid Asset Fund, Minnesota School Boards Association (Investments)
- Associated Bank/MN Trust (Investments)

N. Authorization to Sign Employment Certificates

Authorize Amy Skaalerud, Executive Director of Finance and Business Services, to sign employment certificates for students working on school days during school hours.

On roll call, the following voted “aye: Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried.

X. NEW BUSINESS

Board member Hentges presented an amended version of the 2025 Legislative Platform previously approved by the Board at the November 20, 2024 Board meeting. The Board members reviewed the suggested changes.

Moved by Copeland, seconded by Haws to amend the 2025 Legislative Platform on the Consent Agenda at the January 8, 2025 Board Meeting.

On roll call, the following voted “aye: Andreasen, Copeland, Dorholt, Fenton, Haws, Hentges, Weems. Motion carried.

The meeting was adjourned at 5:39 p.m.

Bruce Hentges, Clerk

These minutes are not official until reviewed and approved by the Board of Education.