

**Northland Community Schools  
INDEPENDENT SCHOOL DISTRICT NO. 118  
Remer, Minnesota**

**SPECIAL MEETING AGENDA**

**Thursday, August 12, 2021 - 5:30 PM Northland High School Room C113  
316 Main St E  
Remer, MN 56672**

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Mission Statement "Educate and inspire all learners to reach their full potential."**
4. **Adoption of Agenda**
5. **Business**
  1. Approve resolution for membership in MSHSL (MN State High School League) for 2021-22 3
  2. Approve the 2021-23 Memorandum of Employment with Kristen Balvin, Executive Secretary to the Superintendent 5
  3. Approve the 2021-23 Memorandum of Employment with Brenda Snakenberg, Food Service Director 7
  4. Approve the Memorandum of Employment with Jennifer Welk, Community Education Coordinator
  5. Approve the hire of Abbie Newman, 1.0 FTE teacher, at BA step 1 with a start date of 8/27/2021
  6. Approve the hire of Janessa Green as Assistant Principal/Activities Director for 2021-22 with a start date of August 16, 2021
6. **Next Meeting Dates:**
  - Regular Meeting, August 19, 5:30 p.m.
7. **Adjournment**

for the purpose of:

- 1) Approve Resolution of Membership in MSHSL for 2021-2022
- 2) Approve 2021-23 Memorandum of Employment with Kristen Balvin, Executive Secretary to the Superintendent
- 3) Approve 2021-23 Memorandum of Employment with Brenda Snakenberg, Food Service Director
- 4) Approve 2021-23 Memorandum of Employment with Jennifer Welk, Community Education Coordinator
- 5) Approve the hire of Abbie Newman, 1.0 FTE Teacher

6) Approve the hire of Janessa Green as Assistant Principal/Activities Director for 2021-2022



**2021-2022 RESOLUTION FOR MEMBERSHIP  
IN THE MINNESOTA STATE HIGH SCHOOL LEAGUE**

**RESOLVED**, that the Governing Board of School District Number 118, County of Cass, State of Minnesota delegates the control, supervision and regulation of interscholastic athletic and fine arts events (referred to in MN Statutes, Section 128C.01) to the Minnesota State High School League, and so hereby certifies to the State Commissioner of Education as provided for by Minnesota Statutes.

**FURTHER RESOLVED**, that the high school(s) listed below (name all high schools in the district):  
Northland High School

is/are authorized by this, the Governing Board of said school district or school to:

1. \_\_\_\_\_ Make new application for membership in the Minnesota State High School League;  
School Enrollment (9-12): \_\_\_\_\_  
OR;  
 Renew its membership in the Minnesota State High School League; and,
2. Participate in the approved interschool activities sponsored by said League and its various subdivisions.

**FURTHER RESOLVED**, that this Governing Board hereby adopts the Constitution, Bylaws, Rules and Regulations of said League and all amendments thereto as the same as are published in the latest edition of the League's *Official Handbook*, on file at the office of the school district or as appears on the League's website, as the minimum standards governing participation in said League-sponsored activities, and that the administration and responsibility for determining student eligibility and for the supervision of such activities are assigned to the official representatives identified by this Governing Board.

***Signing the Resolution for Membership affirms that this Governing Board has viewed the WHY WE PLAY training video which defines the purpose and value of education-based athletic and activity programs and assists school communities in communicating a shared common language.***

*Member schools must develop and publicize administrative procedures to address eligibility suspensions related to Code of Student Conduct violations for students participating in activity programs by member schools.*

The above Resolution was adopted by the Governing Board of this school district and is recorded in the official minutes of said Board and hereby is certified to the State Commissioner of Education as provided for by law.

Signed: \_\_\_\_\_ Signed: \_\_\_\_\_  
(Clerk/Secretary - Local Governing Board) (Superintendent or Head of School)

Date: \_\_\_\_\_ Date: \_\_\_\_\_

District Office Address, City, Zip: 316 Main St. E, Remer, MN 56672

School Superintendent's Phone ☎(218) 566-2351 School Superintendent's Email: prendle@isd118.org

**This form must be completed and submitted to MSHSL NOT LATER THAN AUGUST 31, 2021  
Retain one copy for the school files.**

**2021-20212RESOLUTION FOR MEMBERSHIP**

**This page must be completed once for each school in the district.**

The following is taken from the MSHSL Constitution:

**208.00 LOCAL CONTROL**

**208.01 Designated School Representatives**

At the beginning of the League’s fiscal year, the governing board of each member school shall designate two (2) representatives who are authorized to vote for the member school at all district, region and section meetings and on mail ballots where member schools are called upon to vote, such as district meetings, region meetings, and mail ballots.

**One of the designated representatives shall be a member of the school’s governing board and the other shall be an administrator or full-time faculty member of the member school.**

In school districts with multiple schools, the designated representative from the school district’s governing body may represent more than one school and is entitled to one vote for each school they represent.

**208.02 Designated Activity Representatives**

At the beginning of the League’s fiscal year, the governing board of each member school shall select individuals to represent its school in the following areas: (a) boys sports; (b) girls sports; (c) speech; and (d) music.

**208.03 Local Advisory Committee**

Each school is urged to form an advisory committee for League activities. Committee membership is not limited to but shall include a school board member, a student, a parent, and a faculty member, to advise the designated school representatives on all matters relating to the school’s membership in the MSHSL.

**Please complete and return this form with your school’s 2021-2022 Resolution for Membership. If the school board is responsible for more than one (1) high school, please complete a form for EACH high school.**

NORTHLAND HIGH SCHOOL

Name of School (Please Print)

**208.01 VOTE ON BEHALF OF THE HIGH SCHOOL**

\_\_\_\_\_  
(Designated School Board Member – please print)

\_\_\_\_\_  
(Designated School Representative – please print)

\_\_\_\_\_  
Email Address

\_\_\_\_\_  
Email Address

**208.02 ACTIVITY REPRESENTATIVES**

\_\_\_\_\_  
(Boys’ Sports – please print)

\_\_\_\_\_  
(Girls’ Sports – please print)

\_\_\_\_\_  
(Speech – please print)

\_\_\_\_\_  
(Music – please print)

**208.03 LOCAL ADVISORY COMMITTEE MEMBERS**

\_\_\_\_\_  
(Board Member—please print)

\_\_\_\_\_  
(Student—please print)

\_\_\_\_\_  
(Parent—please print)

\_\_\_\_\_  
(Faculty Member—please print)

\_\_\_\_\_  
(Mailing Representative—please print)

The Mailing Representative is the person to whom mailings go. This is usually the Activity Director.

**Northland Community Schools  
Independent School District #118  
Remer, Minnesota**

**MEMORANDUM OF EMPLOYMENT  
2021-2023**

An Agreement is made this between Independent School District No. 118, Remer, Minnesota, hereafter called the party of the first part and **Kristen Balvin** hereafter called the party of the second part.

The party of the second part agrees to perform the prescribed duties of **Executive Secretary to the Superintendent (Executive Secretary)** as directed by the Superintendent of Schools, or his/her designated representative and the Board of Education for the period beginning July 1, 2021 through June 30, 2023. The position of Executive Secretary is subject to the provisions of the Northland Community Schools Employee Handbook and School Board policy.

**2021-2022**

(\$21.65 per hour) 36 hours per week (1872 hours)	\$40,528.80
Insurance Benefit (For Health and Dental Insurance through the District)	\$7400
LTD (100%)	
457 District Match	\$600
HSA Contribution*	\$1000

**2022-2023**

(\$ 22.08 per hour) 36 hours per week (1872 hours)	\$41,222.76
Insurance Benefit (For Health and Dental Insurance through the District)	\$7400
LTD (100%)	
457 District Match	\$600
HSA Contribution*	\$1000

Salary will be paid as annual salary in 24 equal payments.

Hours of Service: 9 hours per day, 4 days per week plus unpaid lunch. The Executive Secretary will clock in and out for all work done for the district. A weekly schedule will be approved by the Superintendent.

Overtime: Time and a half will be paid for all hours worked over 40 hours in any work week. The Executive Secretary will get permission from the Superintendent before working overtime.

Snow days: When the district is closed due to inclement weather during the school year the Executive Secretary shall be allowed to work from home or at school upon permission from the Superintendent or use a vacation or personal day.

Vacation

- 12 days of paid vacation (96 hours)
- Up to 3 vacation days can be carried over each year but must be used within 6 months after the end of the year or the executive secretary may request payment for those unused vacation days.

Leave

- 15 days (120 hours) per year sick leave, accumulated to 110 days.
- Illness of family members: Employee may use sick days for the illness or injury of a family member for reasonable periods of time as the employee’s attendance may be necessary. Definition of immediate family is: spouse, children, grandchildren, mother, father, mother-in-law, father-in-law, and siblings. Such days are to be deducted from sick leave
- Up to 3 days (24 hours) per year of bereavement leave for each death in the immediate family. Definition of immediate family is: spouse, children, grandchildren, mother, father, mother-in-law, father-in-law, and siblings. These days must be used within 4 weeks of the death, but do not need to be used consecutively. These days are not deducted from sick leave.
- Up to 4 personal & emergency days at the discretion of Superintendent, not deducted from sick leave.

Other Benefits

- Staff Development – the district shall pay for expenses associated with staff development programs such as in-services, conferences, conventions and workshops in Minnesota with prior approval by the Superintendent. Expenses covered include registration fees, parking, meals, materials, mileage and lodging.
- 10 paid holidays (8 hours per day): July 4, Labor Day, Thanksgiving, Friday after Thanksgiving, Christmas Eve Day, Christmas Day, New Years Eve Day, New Years Day, Good Friday, Memorial Day.
- 

Longevity Pay

The Executive Secretary shall be eligible to receive upon retirement, after 10 years or more of service to the District, \$5000, to be deposited into an HCSP.

\_\_\_\_\_  
Kristen Balvin

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Clerk

**Northland Community Schools  
Independent School District #118  
Remer, Minnesota**

**MEMORANDUM OF EMPLOYMENT  
2021-2023**

An Agreement is made this 19th day of August 2021 between **Independent School District No. 118**, Remer, Minnesota, hereafter called the party of the first part and **Brenda Snakenberg**, hereafter called the party of the second part.

The party of the second part agrees to perform the prescribed duties of **Food Service Director** as directed by the Superintendent of Schools, or his/her designated representative and the Board of Education for a period beginning July 1, 2021 through June 30, 2023 unless Snakenberg's employment is terminated before June 30, 2023.

**July 1, 2021- June 30, 2022**

1560 hours at \$18.76 per hour ( 195 days, 8 hours per day)	\$29,265.60
Health Insurance: \$583.33 per month (If enrolled in one of the District's health plans)	\$7000.00
Dental Insurance: \$35 per month	\$384.00
L.T. D. Insurance	\$144.00
HSA Contribution	\$750

**July 1, 2022- June 30, 2023**

1560 hours at \$19.14 per hour ( 195 days, 8 hours per day)	\$29,858.40
Health Insurance: \$583.33 per month (If enrolled in one of the District's health plans)	\$7000.00
Dental Insurance: \$35 per month	\$384.00
L.T. D. Insurance	\$144.00
HSA Contribution	\$750

**Additional Annual Benefits**

- 8 paid holidays (Labor Day, Thanksgiving Day, Friday following Thanksgiving, Christmas Eve Day, Christmas Day, New Year's Day, Good Friday, and Memorial Day)
- 1 2/3 days per month sick leave (15 days per year) - accumulated to maximum of 110 days
- 2 emergency days per year
- 3 personal days per year

\_\_\_\_\_  
Brenda Snakenberg

\_\_\_\_\_  
School Board Clerk

\_\_\_\_\_  
Date

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\_\_\_\_\_  
School Board Chairperson