



**OFFICIAL MINUTES
REGULAR SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT NO. 882
MONTICELLO, MINNESOTA**

January 9, 2023 5 PM

This School Board Meeting took place in the Board Room at 302 Washington Street, Monticello.

Board Members: Mark Branson, Melissa Curtis, Jeff Hegle, Casey Root, Jamie Sieben, Kathy Ziebarth

AGENDA:

- 1. Call to Order - 5 p.m.**
- 2. Pledge of Allegiance**
- 3. Approval of the Agenda (Action) - Motion made by Melissa Curtis, Second by Jamie Sieben - approved 6-0**
- 4. Organization of the Board**
 - A. Ceremonial Oath of Office - Eric Olson, Superintendent**
 - B. Election of the Chairperson (Action) - Kathy Ziebarth**

Jeff Hegle nominated Kathy Ziebarth for Board Chair. Jeff Hegle asked for any other nominations. Following his request, nominations ceased. A vote was taken, with all six members voting for Kathy Ziebarth. Having received all six votes, Kathy Ziebarth was declared elected as School Board Chair.
 - C. Election of the Vice-Chair/Treasurer (Action) - Jeff Hegle**

Kathy Ziebarth nominated Jeff Hegle for Board Vice-Chair/Treasurer. Kathy Ziebarth asked for any other nominations. Following her request, nominations ceased. A vote was taken, with all six members voting for Jeff Hegle. Having received all six votes, Jeff Hegle was declared elected as School Board Vice-Chair/Treasurer.
 - D. Election of the Secretary/Clerk (Action) - Melissa Curtis**

Jeff Hegle nominated Melissa Curtis for Board Secretary/Clerk. Kathy Ziebarth asked for any other nominations. Following her request, nominations ceased. A vote was taken, with all six members voting for Melissa Curtis. Having received all six votes, Melissa Curtis was declared elected as School Board Secretary/Clerk.
 - E. Designation of the official newspaper of District #882 - Monticello Times (Action) - Board Chair - Motion made by Kathy Ziebarth, Second by Jeff Hegle- approved 6-0**
 - F. Designation of School Board [Committee Assignments](#) (Action) - Board Chair**
 - A. Policy Subcommittee (3) - Meets at 3:15 p.m. the first Monday of the month - Casey Root, Jamie Sieben, Kathy Ziebarth**



B. Budget Subcommittee (3) - Meets following Work Sessions as needed -

Jeff Hegle, Melissa Curtis, Mark Branson

C. District Committees

1. Activities Advisory (1) - *Jamie Sieben*
2. Career Technical Education (1) - *Casey Root*
3. Community Education (1) - *Jeff Hegle*
4. Continuous Improvement (1) - *Jeff Hegle*
5. Curriculum Advisory Committee (2) - *Kathy Ziebarth, Mark Branson*
6. Wellness (1) - *Jamie Sieben*

D. Employee Groups

1. Administration (2) - *Casey Root, Melissa Curtis*
2. Cooks (2) - *Mark Branson, Jamie Sieben*
3. Custodians (2) - *Melissa Curtis, Mark Branson*
4. Educational Support Specialists (2) - *Kathy Ziebarth, Jamie Sieben*
5. Secretaries (2) - *Mark Branson, Jamie Sieben*
6. Technology (2) - *Jeff Hegle, Melissa Curtis*
7. Teachers/Negotiations (3) - *Kathy Ziebarth, Jeff Hegle, Casey Root*
8. Meet and Confer w/Teachers (2) - *Jeff Hegle, Casey Root*

E. Liaisons

1. Legislative Liaison (1) - *Kathy Ziebarth*
2. Mn State High School League Liaison (1) - *Jeff Hegle*
3. Wright Tech Center Board (1) - *Melissa Curtis, Casey Root (Alternate)*
4. City/School RFP Liaison (2) - *Casey Root, Kathy Ziebarth*
5. Transportation Liaison (1) - *Jamie Sieben*
6. Music/Fine Arts Liaison (1) - *Kathy Ziebarth*
7. Sherburne and Northern Wright Co-op Liaison (1) - *Jeff Hegle, Mark Branson (Alternate)*

F. School Liaisons (PTO/Parent Involvement)

1. Eastview Education Center (1) - *Jeff Hegle*
2. Little Mountain (1) - *Jamie Sieben*
3. Pinewood (1) - *Casey Root*
4. Middle School (1) - *Melissa Curtis*
5. High School (1) - *Mark Branson*

Motion made by Jeff Hegle to approve all appointees as presented, Second by Melissa Curtis- approved 6-0

**G. Designation of official district depositories (Action) - Tina Burkholder,
Director of Business Services**

CorTrust
Wells Fargo
U.S. Bank
Minnesota Liquid Asset Fund
PMA Financial Network, Inc.
Bremer Bank
MidAmerica (Trust)

Motion made by Jeff Hegle, Second by Melissa Curtis- approved 6-0

H. Set monthly per diem rate for Board Members at \$339.72 a month for the 2023 calendar year. (Action) - Tina Burkholder, Director of Business Services
Casey Root makes motion to approve amended monthly per diem rate of \$320.49 (No change from previous year). Amended motion seconded by Jamie Sieben. Amended motion approved 6-0.

- I. **Establish the official meeting night for the third Monday of every month at 6:00 p.m. in the Middle School BoardRoom. Work Sessions will be held the first Monday of each month, beginning at 5 p.m. in the Middle School BoardRoom (Action) - Eric Olson, Superintendent**
Motion made by Melissa Curtis, Second by Jamie Sieben- approved 6-0
- J. **Motion to participate in Federally Funded Programs. (Action) - Eric Olson, Superintendent**
Motion made by Jamie Sieben, Second by Jeff Hegle- approved 6-0
- K. **Legal counsel and authorized contacts – Legal counsel John Edison of Rupp, Anderson, Squires & Waldspurger, PA (Action) - Eric Olson, Superintendent**
Motion made by Casey Root, Second by Jeff Hegle- approved 6-0
- L. **School District authorized contacts for legal counsel: Eric Olson, Superintendent, Tina Burkholder, Director of Business Services, Barb Wilson, Human Resource Director. (Action) - Eric Olson, Superintendent**
Motion made by Jeff Hegle, Second by Jamie Sieben- approved 6-0
- M. **Motion to enter into contractual agreements with colleges and universities assigning student teachers to our district. (Action) - Eric Olson, Superintendent**
Motion made by Melissa Curtis, Second by Jeff Hegle- approved 6-0
- N. **Designation of authorized signatures to be accepted by the official depositories: Chairperson, Vice-Chair/Treasurer, Secretary/Clerk, Tina Burkholder (Director of Business Services), Amy Stahlback (Controller), and Cindy Brenny (Accountant). (Action) - Eric Olson, Superintendent**
Motion made by Casey Root, Second by Jeff Hegle- approved 6-0
- O. **Designation of authorized personnel to make electronic wire transfers: Eric Olson (Superintendent), Tina Burkholder (Director of Business Services), Zach Hary (Payroll & Benefits Coordinator), and Amy Stahlback (Controller) (Action) - Eric Olson, Superintendent**
Motion made by Jeff Hegle, Second by Jamie Sieben- approved 6-0
- P. **[Resolution](#) to approve Annual Designation of Identified Official with Authority for MDE External User Access Recertification System. (Action) - Eric Olson, Superintendent**
Motion made by Jeff Hegle, Second by Jamie Sieben- approved 6-0
- Q. **Designation of Clay Sawatzke (Communications Director and School Board Liaison) as Official Parliamentarian for Monticello School Board. (Action) - Board Chair**
Motion made by Jamie Sieben, Second by Mark Branson- approved 6-0

5.

Consent Agenda (Action)

- I. Approval of Minutes - [December 19, 2022](#)
- II. [Personnel Matters](#)
Motion made by Jamie Sieben, Second by Jeff Hegle- approved 6-0

6. **[Pay Equity Report](#) (Action)** - Barb Wilson, Director of Human Resources
Motion made by Mark Branson, Second by Casey Root- approved 6-0
7. **Adjourn (Action)** - Motion to adjourn made by Melissa Curtis, Second by Jeff Hegle- approved 6-0.
Meeting adjourned at 6:19 p.m.

The Organizational meeting was followed by a Work Session. The agenda for that work session can be [found here](#). The work session began at 6:27 p.m. and was adjourned at 8:07 p.m.