

BOARD OF EDUCATION MEETING MINUTES  
I.S.D. #2534 BIRD ISLAND-OLIVIA-LAKE LILLIAN  
JANUARY 4, 2021 – 6:00 P.M.  
OLIVIA MEDIA CENTER/VIA ZOOM

Pursuant to due call and notice thereof, a Board of Education Meeting of I.S.D. #2534, Renville County, Minnesota, was held on the 4<sup>th</sup> day of January, at 6:00 p.m. in the Olivia Media Center.

Members Present: Sandy Benson, Brian Boen, Jamie Bohlin, Traci Buchtel, Jill Hanson, Theresa Jacobs, and Melissa Sagedahl

Members Absent: N/A

Administration Present: Dale Brandsoy, Superintendent; Brett Benson, K-8 Principal; Jim Menton, 9-12 Principal /COVID-19 Program Coordinator; Derek Flann, Activities Director.

The meeting was called to order at 6:00 p.m. by Chair Hanson.

Agenda: Sagedahl moved and Bohlin seconded a motion to approve the agenda as presented. Motion carried unanimously by roll call vote.

Welcome, Acceptance of Office, and Oath of Office for Elected Board Members:

Theresa Jacobs, Brian Boen, Melissa Sagedahl, and Traci Buchtel

**ACCEPTANCE OF OFFICE**

Theresa Jacobs “I hereby accept the office of School Board member of Independent School District No. 2534 for a term beginning the first Monday in January 2021 and expiring the first Monday in January 2025.”

Brian Boen “I hereby accept the office of School Board member of Independent School District No. 2534 for a term beginning the first Monday in January 2021 and expiring the first Monday in January 2025.”

Melissa Sagedahl “I hereby accept the office of School Board member of Independent School District No. 2534 for a term beginning the first Monday in January 2021 and expiring the first Monday in January 2025.”

Traci Buchtel “I hereby accept the office of School Board member of Independent School District No. 2534 for a term beginning the first Monday in January 2021 and expiring the first Monday in January 2025.”

**OATH OF OFFICE**

“I swear/affirm that I will support the Constitution of the United States and this State, and that I will discharge faithfully the duties of the Office of School Board member of Independent School District No. 2534 to the best of my judgment and ability.”

Bohlin moved and Hanson seconded a motion to approve the Oath of Office. Motion carried unanimously by roll call vote.

Election of School Board Officers

(January 2020 – December 2020) (January 2021 – December 31, 2021)

**Chairperson** Jill Hanson Jill Hanson

Nominations for Chairperson: Jill Hanson, Brian Boen. Boen declined. Nominations closed. Bohlin moved and Boen seconded a motion for Hanson to be Chairperson. Motion carried unanimously by roll call vote.

**Vice Chair** Melissa Sagedahl Melissa Sagedahl

Nominations for Vice Chairperson: Melissa Sagedahl and Sandy Benson. Nominations closed. The board voted by a show of hands with Sagedahl receiving four votes: Bohlin, Sagedahl, Buchtel and Hanson, and Benson receiving two votes: Boen and Jacobs. Hanson moved and Buchtel seconded a motion for Sagedahl to be Vice Chair. Motion carried unanimously by roll call vote.

**Clerk** Traci Buchtel Traci Buchtel

Nominations for Clerk: Traci Buchtel. Nominations closed. Boen moved and Sagedahl seconded a motion for Buchtel to be Clerk. Motion carried unanimously by roll call vote.

**Treasurer** Sandy Benson Sandy Benson

Nominations for Treasurer: Sandy Benson. Nominations closed. Hanson moved and Bohlin seconded a motion for Benson to be Treasurer. Motion carried unanimously by roll call vote.

Consent Items:

Electronic Funds Transfers Resolution: Boen moved and Sagedahl seconded a motion to adopt the Electronic Funds Transfers Resolution. Motion carried unanimously by roll call vote.

Superintendent Report:

Mr. Brandsoy welcomed the new school board members. He also updated the board on the facilities and encouraged everyone to check out the BeBOLDStepUp.org website.

New Business:

School Board Organizational Items: Boen moved and Hanson seconded a motion to set the School Board Meeting Dates, Times, and Locations for the 2021 Calendar Year as follows:

4<sup>th</sup> Monday of each month at 7:00 p.m., except for December 20, 2021.  
January 1, 2021 – May 31, 2021 at the Bird Island Campus Media Center  
June 1, 2019 – July 31, 2019 at the Lake Lillian City Center  
August 1, 2019 - December 31, 2019 at the Olivia District Office

Meetings will remain in the Olivia Media Center and via ZOOM until further notice. The board will revisit this item at a later date. Motion carried unanimously by roll call vote.

Establish Board Compensation for Attending Board Meetings: Sagedahl moved and Buchtel seconded a motion to approve the board compensation as follows:

January 1, 2021 – \$50 per director per regular and special board meetings  
December 31, 2021: and \$50 for ½ day and \$100 for full day negotiations meetings; \$100 for all day seminars.  
Compensation not paid for Meet and Confer meetings, Policy Review meetings, interviews, etc.  
Motion carried unanimously by roll call vote.

2021 Standard IRS Mileage Rate: Benson moved and Bohlin seconded a motion to approve the 2021 Standard IRS Mileage Rate of 56.0 cents per mile, effective January 1, 2021. Motion carried unanimously by roll call vote.

Second Reading of Policy #213 School Board Committees

School Board Representatives and Committees: Boen moved and Benson seconded a motion to approve the School Board Representatives and Committees. Motion carried unanimously by roll call vote.

Designation of Official District Radio Station: Sagedahl moved and Bohlin seconded a motion to approve K100 - Big Country - 100.1 FM, Olivia as the official District Radio Station for January 1, 2021 - December 31, 2021. Motion carried unanimously by roll call vote.

Meal Allowances/Reimbursement: Boen moved and Buchtel seconded a motion to set the meal allowances/reimbursements as follows:

- Meals: \$44.0 maximum per day
  - \* Meal allowance for half a day until noon will be reimbursed up to \$13.00 and for a full day, reimbursable up to \$44.00. Receipts required for reimbursement.
- Motion carried unanimously by roll call vote.

Signatures for School Checks, Authorization to Pick Up Night Depository Money, Access to Safety Deposit Box, and Authorization to Make Collateral Adjustments for Period January 1, 2021 - December 31, 2021: Buchtel moved and Bohlin seconded a motion to approve Signatures for School Checks, Authorization to Pick Up Night Depository Money, Access to Safety Deposit Box, and Authorization to Make Collateral Adjustments for Period January 1, 2021 – December 31, 2021, as Listed Below:

**Signatures:**

**Finance/Payroll Checks/Flex Account/Activity Account** – Chairperson, Treasurer, and Clerk

**Petty Cash** – Superintendent, Business Manager, and Assistant Business Manager

**Trust Accounts** – Superintendent, Business Manager and Assistant Business Manager

**Night Depository:** Treasurer, Superintendent, Business Manager, Assistant Business Manager and Athletic Director.

**Safety Deposit Box:** Treasurer, Superintendent, Business Manager, Assistant Business Manager and Athletic Director.

**Collateral Adjustments:** Superintendent and Business Manager  
Motion carried unanimously by roll call vote.

Designation of Official School Depository Accounts: Sagedahl moved and Benson seconded a motion to approve the designation of Official School Depository Accounts as follows:

**School Finance.....** HomeTown Bank of Olivia  
Motion carried unanimously by roll call vote.

Designate Financial Institutions for Investment Purposes for the Period January 1, 2021 through

December 31, 2021: Buchtel moved and Boen seconded a motion to designate financial institutions for investment purposes for the period January 1, 2021 - December 31, 2021 as follows:

Frandsen Bank & Trust  
F&M Bank Minnesota – Olivia  
HomeTown Bank – Olivia  
Citizens Alliance Bank  
MSDLAF+  
PMA

Motion carried unanimously by roll call vote.

Resolution Establishing an Absentee Ballot Board: Bohlin moved and Sagedahl seconded a motion to adopt a Resolution Establishing an Absentee Ballot Board. Motion carried unanimously by roll call vote.

Resolution Appointing Election Judges for the February 9, 2021 School District Special Election: Jacobs moved and Benson seconded a motion to adopt a Resolution Appointing Election Judges for the February 9, 2021 School District Special Election. Motion carried unanimously by roll call vote.

Adjourn: Benson moved and Hanson seconded a motion to adjourn the meeting at 7:31 p.m. Motion carried unanimously by roll call vote.

Respectfully submitted,

Jill Hanson  
Board Chair