

**Proceedings of the Board of Education  
Independent School District #2180  
Regular Meeting #7  
January 11, 2021  
6:00 PM  
High School Media Center**

Members Present: Lane Schwitters, Scott Ruitter, Tate Mueller, Carmel Thein, Julie Alsum  
Others Present: Sherri Broderius, Superintendent; Melissa Sparks, HS Principal; Judd Wheatley, Elementary Principal, Kim Sandry, Business Manager, Jim Trulock, Activities Director, Denise Smith, Community Ed Director, Dan Hiemenz, ICS.

Chairman Lane Schwitters called the meeting to order at 6:00 pm.  
Pledge of Allegiance

Motion by Ruitter, second by Mueller to approve the agenda. Motion carried by unanimous vote.

Annual Reorganization:

Election of Officers:

Board Chair:

Nominations: Julie Alsum by Ruitter.  
Alsum declared Board Chair.

Vice Chair:

Nomination: Schwitters by Alsum.  
Schwitters declared Vice-Chair.

Clerk:

Nominations: Thein by Schwitters.  
Thein declared Clerk.

Treasurer:

Nominations: Ruitter by Thein.  
Ruitter declared Treasurer.

Committee Appointments:

Motion by Ruitter, second by Thein, to appoint the following board members to the committees as listed.  
Motion carried by unanimous vote.

Community Education: Deb Brandt  
Continuing Education: Carmel Thein  
District Advisory Committee: Tate Mueller  
Facilities/Health and Safety: Tate Mueller, Julie Alsum, Carmel Thein  
Finance/Negotiations: Julie Alsum, Scott Ruitter, Carmel Thein.  
LCTN Governing Board: Julie Alsum  
Legislative Liaison (MSBA/MREA): Deb Brandt  
Transportation: Lane Schwitters, Tate Mueller  
Meet and Confer: Lane Schwitters, Scott Ruitter

Board Compensation Rates:

Motion by Thein, second by Schwitters, to set the Board compensation rates as listed below. Motion carried by unanimous vote.

Regular Board meeting: \$100

Committee Meeting: \$75  
Meetings over 4 hours: \$100  
All Day Working Sessions: \$100  
MSBA/MREA Workshops: \$75  
MSBA/MREA Workshops over 4 hours: \$100  
Chair: \$500  
Clerk: \$100  
Treasurer: \$100  
Mileage: Federal Mileage Rate \$.56

Official Designation:

Motion by Schwitters, second by Mueller, to set the official designations as follows. Motion carried by unanimous vote.

Depositories: Citizen's Alliance Bank, Heritage Bank, MSDLAF  
Meeting Dates: Second Monday of every month in the Media Center at the High School  
Meeting Time: 6:00 pm  
Official Newspaper: Clara City Herald  
Notification Methods: District Office, MACCRAY website  
Legal Counsel: Kennedy and Graven, Chartered

Signature Authorizations:

Motion by Thein, second by Schwitters, to set the following signature authorizations as follows. Motion carried by unanimous vote.

Electronic Fund Transfers – Kim Sandry, Business Manager

- Cathy Schueler, Accounts Payable/Student Activities
- Nicole Kray Niemeyer Payroll/Purchasing
- Scott Ruitter, Treasurer
- Julie Alsum, Chair

All Other Accounts and CD's: Kim Sandry, Business Manager

- Cathy Schueler, Accounts Payable/Student Activities
- Nicole Kray Niemeyer, Payroll/Purchasing

Safe Keeping Investment Securities:

Motion by Ruitter, second by Mueller, to authorize the Business Manager to make investments in Federally insured/secured accounts which will yield the greatest interest rates and approve United Banker's Bank as Safe keeper of Citizen's Alliance Bank's pledged collateral as required by MN Statute 118A.03. Motion carried by unanimous vote.

Public Comment – None

Approval of Consent Agenda:

Motion by Mueller, second by Schwitters, to approve the consent agenda as presented. Motion carried by unanimous vote.

Adoption of Minutes.  
Approve the payment of bills and financial report.  
Approve Family Medical Leave – T. Suchanek  
Approve Family Medical Leave – E. Torkelson  
Approve Winter Weight Room Coach – C. Christopher  
Approve Distance Learning Liaison Contract – A. Hovda  
Approve Distance Learning Liaison Contract – M. Rieger  
Approve Long-term paraprofessional sub – B. Kimpling

Communications Reports:

Denise Smith, Comm. Ed: Update on Winter Activities, Student Age Care during Distance Learning.

Jim Trulock, Activities Report: Update on Winter activities and MSHSL protocols and rules.

Judd Wheatley, Elem Report:

Melissa Sparks, HS Report: Planning/Registration for 21-22, Covid mitigation, WCCEO

Sherri Broderius, Supt: Covid Learning Model update, ESSER funds, funding.

Discussion Items:

Business Items:

Motion by Schwitters, second by Mueller, to appoint Sherri Broderius to act as the Identified Official with Authority (IoWA) and Kim Sandry as the IoWA to add and remove names only for the MACCRAY School District 2180-01. Call vote: Schwitters, yes, Alsum, yes, Thein, yes, Ruitter, yes, Mueller, yes. Resolution passed.

Motion by Ruitter, second by Mueller, to approve the contract for PACT for Families Membership. Motion carried by unanimous vote.

Motion by Schwitters, second by Thein, directing administration to make recommendations for reduction in programs and positions and the reason there for. Motion carried by unanimous vote.

Motion by Mueller, second by Ruitter, to approve the 2021-2022 School Calendar. Motion carried by unanimous vote.

Motion by Thein, second by Ruitter, to approve the resolution for approval of change order decision making authority as attached. Resolution passed and adopted.

Motion by Thein, second by Schwitters to approve the resolution for approval of ISD #2180 MACCRAY Public School k-12 Building Additions and Improvement Project Bid Award as attached. Resolution passed and adopted.

Meetings and Workshops:

Regular Board Meeting, Feb. 8, 6:00pm HS Media Center/Zoom.

Regular Board Meeting, March 8, 6pm HS Media Center/Zoom.

Regular Board Meeting, April 12, 6pm HS Media Center/Zoom.

Adjournment of Meeting

Motion by Rutier, second by Thein, for adjournment. Motion carried by unanimous vote. Meeting adjourned at 7:16 pm.

Respectfully submitted,  
Carmel Thein, Clerk  
Kim Sandry

Member Thein (POC member) introduced the following resolution and

moved for its adoption:

**BACKGROUND:** It is understood that construction renovation projects may be accompanied by change orders to the construction contract, which may impact construction scope, duration, and/or budget. These change orders may arise due to unforeseen conditions, design changes, contractor requests, or owner requests. Typically, change order construction will not proceed until approval of the submitted change order is received by the acting contractor.

**WHEREAS** in an effort to streamline the construction change order review and approval process, the following levels of construction change order approval and decision-making authority are recommended by the Bond Oversight Committee:

- Level 1 Approval Authority – **Sherri Broderius and Kim Sandry**
  - Approval of all change orders up to a limit of \$25,000.00
- Level 2 Approval Authority – **Project Oversight Committee (POC)**
  - Approval of all change orders exceeding \$25,000.00 to a limit of \$125,000.00
- Level 3 Approval Authority – **ISD #2180 School Board**
  - Approval of all change orders exceeding \$125,000.00

Primary review and comment of all change orders will be performed by ICS. Change orders passing primary review and comment will be forwarded to the Design team for secondary review and comment. Change orders that have cleared primary and secondary review and comment will then be presented to the appropriate level of Change Order Decision Making Authority for final approval.

**WHEREAS** the approval levels of decision-making authority will comply as noted above. Approval of this resolution is recommended by the Bond Oversight Committee representing Independent School District No. 2180.

**THEREFORE, BE IT RESOLVED** by the School Board of Independent School District No. 2180 that the Resolution for Approval of Change Order Decision Making Authority be approved as presented.

The motion for adoption of the foregoing resolution was duly seconded by

Member Ruiter and upon vote being taken thereon, the following voted in favor thereof:

Thein, Schwitters, Alsum, Ruiter, Mueller and the following voted against the same: None

The foregoing resolution was approved this 11<sup>th</sup> day of January, 2021.

Member Thein (POC member) introduced the following resolution and

moved for its adoption:

WHEREAS, The MACCRAY K-12 Building Additions and Improvement Project is part of the 2019 Bond Referendum previously approved by the ISD #2180 school board. This resolution is to accept the bids received for the individual Work Scope Prime Contractors as submitted via sealed bids on December 10, 2020 at 2:00 pm; and those bids were opened and read aloud at 2:30 pm. The Project Oversight Committee (POC) and ICS met on January 6, 2021 to review and recommend award to the remaining Work Scopes as outlined below:

Work Scope #13 & 14: Floor to Ceiling	\$ 1,257,636.00
Base Bid:	\$ 894,636.00
Alternate #7a:	\$ 363,000.00
Work Scope #23: Mechanical – Masters Plumbing/Heating	\$389,500.00
Base Bid:	Awarded at the 12/21/20 Board Meeting
Alternate #1d:	\$ 389,500.00

**TOTAL CONTRACT AWARD \$ 1,647,136.00**

THEREFORE, BE IT RESOLVED:

1. ISD #2180 – MACCRAY Public Schools award the Work Scopes outlined above in the total amount of \$1,647,136.00 and authorized ICS (the District’s Program Manager) to begin drafting the necessary Contracts for this project.

The motion for adoption of the foregoing resolution was duly seconded by

Member Schwitters and upon vote being taken thereon, the following voted in favor thereof:

Thein, Schwitters, Alsum, Ruiter, Mueller and the following voted against the same:     

The foregoing resolution was approved this 11<sup>th</sup> day of January 2020.