



**Benton-Stearns Education District #6383**  
**Regular Board Meeting Minutes**  
**Wednesday, December 20, 2023**  
**3:30 P.M.**

Board Members Present: Anderson (Foley) Moehrle (Sartell-St. Stephen)  
Gallagher (Kimball) Butkowsi (Sauk Rapids-Rice)  
Nierenhausen (Rocori)

Others Present: Enerson(Rocori) Widvey (Kimball)  
Lee (Sartell-St. Stephen) Bergstrom (Sauk Rapids-Rice)  
Swenson (Holdingford) Dohrmann

Absent: Ebnet (Holdingford) Perry (Foley)

There was a motion by Foley, seconded by Sauk Rapids-Rice to approve the agenda with a change to the monthly rate listed in item 3. The motion was unanimously approved.

There was a motion by Sartell-St. Stephen, seconded by ROCORI to approve the consent agenda. The motion was unanimously approved.

- a. Approval of November 15, 2023 Board Minutes.
- b. Payment of bills, including wire transfers, employee reimbursement through payroll and checks numbered 58285-58350.
- c. Electronic funds transfers (EFT).
- d. November Bank Reconciliation.
- e. November 2023 Budget to Actual Comparison.
- f. Approval of hire, Annette Lujan, Special Education Teacher, BA Step 1, effective January 2, 2024 pending issuance of teaching license.
- g. Approval of hire, Michelle Kiffmeyer, Occupational Therapist-Long Term Substitute, MA Step 10, up to 600 hours, effective January 2, 2024.

Board Chair Gallagher appointed Moehrle to serve as Clerk due to the absence of Ebnet.

There was a motion by Sartell-St. Stephen, seconded by Foley to approve the addendum to the existing contract with School Management Services for month to month payroll services totaling ~~\$3333.00~~ \$1667.00 per month to support the completion of payroll tasks, continued training of payroll secretary on payroll procedures, and assist with calendar year end and W-2 issuance. The motion was unanimously approved.

There was a motion by Sauk Rapids-Rice, seconded by Sartell-St. Stephen to approve the contract with Lighthouse Therapy for speech and language services for staff coverage during a leave of absence beginning approximately January 11, 2024 and concluding approximately April 2, 2024. The motion was unanimously approved.

There was a motion by ROCORI, seconded by Sauk Rapids-Rice to approve the proposed calendar changes for 2023-2024. The motion was unanimously approved.



There was a motion by Sauk Rapids-Rice, seconded by Sartell-Stephen to approve the acceptance of donations from Jeannie Chu, Robert and Lori Rooney, Juliann Jaffe, AirMaxx Trampoline Park, Kwik Trip, and Adam and Teri Peterson. The motion was unanimously approved through roll call vote.

There was a motion by Sauk Rapids-Rice, seconded by Sartell-St. Stephen to approve the 2023-2025 Paraprofessional Contract. The total cost of \$155,852.00 or 26.15% The motion was unanimously approved.

There was a motion by Sauk Rapids-Rice, seconded by Sartell-St. Stephen to approve the 2023-2025 Clerical Contract. The total cost of \$57,522.00 or 22.05%. The motion was unanimously approved.

There was a motion by Sauk Rapids-Rice, seconded by Sartell-St. Stephen to approve the 2023-2025 Custodial Contract. The total cost of \$5196.00 or 9.21% The motion was unanimously approved.

Second Reading of Policy 406-Public and Private Personnel Data

Second Reading of Policy 407-Employee Right to Know

Second Reading of Policy 412-Expense Reimbursement

Second Reading of Policy 417-Chemical Use and Abuse

There was a motion by Sartell-St. Stephen, seconded by Foley to approve the the adoption of the proposed policies:

Policy 208-Development, Adoption, and Implementation of Policies

Policy 214-Out-Of-State-Travel By School Board Members

Policy 401-Equal Employment Opportunity

Policy 402-Disability Nondiscrimination Policy

The motion was unanimously approved.

Executive Director Updates

Early Intervention Monthly Service Update

BSED Programs Enrollment Update

Fall Due Process Night Participation

Recognition of Departing Board Members

There was a motion by Sauk Rapids-Rice, seconded by Foley to adjourn the meeting at 4:00. The motion was unanimously approved.

The next regular meeting of the Benton-Stearns Board will be on January 17, 2024 at 3:30 p.m. The minutes are not official until reviewed and approved.