



**DeSmet School District #20**  
Board of Trustees Regular Meeting  
6:00 pm Monday, November 18th, 2024  
In the School Library

Possible Action on all Agenda Items:

**Trustees Present:** Heather Burgad, Synthia Wendell, Sigrid Sheie, Katie Brubaker

**Trustees Absent:** Brock Belgarde

**Others Present:** Superintendent Matthew Driessen, District Clerk Freyja Erikson, staff  
Ellie Michels

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## **Regular Meeting Agenda**

### **I. Call to Order/Pledge of Allegiance**

Board Chair Heather Burgad called the meeting to order at 6:05pm and the meeting was opened with the Pledge of Allegiance.

### **II. Introduction/Comments of Guests on Items not on the Agenda**

- A. Increase of Minimum Certified Salary from \$36,700 to \$36,730 in alignment with OPI guidelines to qualify for additional Quality Educator funding

A motion was made first by Synthia Wendell to increase the minimum certified salary from \$36,700 to \$36,730. The motion was seconded by Sigrid Sheie and was carried unanimously.

### **III. Recognition of Students and Staff**

### **IV. Board Correspondence**

- A. Safety Presentation, led by Ellie Michels

[\[Presentation\]](#)

Safety Coordinator and Homeless Liaison Ellie Michels led the board in a review of safety procedures and interventions at the school, also reviewing professional development and funding.

**V. Business Manager's Report**

- A. Action: Review/Approval of Minutes  
[10.21.24 Regular Meeting Minutes]

A motion was made first by Sigrid Sheie and seconded by Synthia Wendell to approve the 10.21.24 Minutes. The motion carried unanimously.

- B. Action: Review/Approval of Warrants  
[\[November Claims Report\]](#)

A motion was made first by Synthia Wendell and seconded by Sigrid Sheie to approve the November Warrants. The motion was carried unanimously.

- C. Review of Budget Reports  
[\[Object Summary Budget v. Actual\]](#)

Ms. Erikson reviewed the budget reports with trustee attendance.

- D. Discussion, Possible Action: Raise Professional Development Credit Card Limit from \$1,000 to \$3,000

A motion was made first by Synthia Wendell and seconded by Sigrid Sheie to increase the Professional Development Credit Card limit from \$1,000 to \$3,000. The motion was carried unanimously.

- E. Discussion, Possible Action: Student Activities Proposal

Ms. Erikson reviewed the history of the Student Activities account Reconciliation and auditor direction with the board. A motion was made to accept the Proposal as presented by Ms. Erikson, first by Synthia Wendell and seconded by Sigrid Sheie. The motion was carried unanimously.

- F. Discussion, Possible Action: MTSBA Policy Review Update

Ms. Erikson relayed that the MTSBA Policy Review is still underway, but has been delayed due to a turnover in staff in the MTSBA Legal team. No action was taken at this time.

- G. Discussion, Possible Action: Safety/Homeless Liaison Stipend

A motion was made first by Synthia Wendell and seconded by Katie Brubaker to approve a \$1,000 stipend for the Safety Coordinator/Homeless Liaison Ellie Michels to compensate her for additional hours beyond her current job description.

H. Discussion, Possible Action: Increase Price of Adult Lunches to \$4.99 (or \$5.10)

A motion was made first by Sigrid Sheie and seconded by Synthia Wendell to increase the price of adult lunches to \$5.10.

**VI. Superintendent's Report**

[\[Annotated Superintendent's Report\]](#)

A. Discussion, Possible Action: Summer School Funding

Superintendent Driessen discussed funding options for summer school and indicated the intention of raising pay for summer school staff to keep up with market standards. No action was taken at this time.

B. Discussion, Possible Action: School Expansion

Superintendent Driessen discussed schematic design costs for the school expansion with the board. The board unanimously approved of the continuation of the design, though no action was taken at this time.

C. Discussion, Possible Action: Community Development Meeting Review Regarding Zoning

**VII. Personnel Report**

**VIII. Committee Updates**

**IX. Upcoming Meeting:** Monday, December 16th (tent.)

**X. Comments of Guest & School Board Members on Items Not on the Agenda**

**XI. Adjourn**

A motion to adjourn was made first by Synthia Wendell and Seconded by Sigrid Sheie, and Board Chair Heather Burgad closed the meeting at 8:16pm.