

ISD #314
Isanti, Pine, Chisago,
& Kanabec Counties
Braham, MN 55006

AGENDA
ORGANIZATIONAL SCHOOL BOARD MEETING
Monday, January 8, 2018
7:00 pm – BAHS Community Room

*** Please arrive 15 min early and come dressed for the official board picture for 2018. Darwin Nelson will be here to take it. Thank you.

1. Meeting called to order by Acting Chair. Pledge of Allegiance.
2. Adopt agenda for organizational meeting.
3. Seat new board members: Oath of Office administered by Acting Chair.
4. Proceed with election of School Board Chair for 2018.
5. New Chair to conduct the remainder of the organizational meeting and proceed with election of vice chair, clerk and treasurer for 2018.
6. Set salary for school board members for 2018.
7. Set the time and dates for regular school board meetings for July 2018 through June 2019, and for the January 2019 Organizational meeting.
8. Adopt resolution designating official depositories for school district funds & investments for 2018.
9. Authorize designated district office personnel to have online banking access to the Braham Schools' accounts at the Frandsen Bank and Trust of Braham.
10. Adopt resolution naming MSDLAF+ as official depository for state funds due the district.
11. Authorize designated district office personnel to make electronic fund transfers.
12. Approve operating procedure for collateral as it relates to investments of district funds and appoint designee to approve such collateral.
13. Consider resolution authorizing the Superintendent of Schools to use facsimile signatures for checks and to use the current signatures until new signatures are determined and obtained.
14. Consider resolution authorizing the Superintendent of Schools to make short term investments of school district funds and to perform the duties of clerk and treasurer.
15. Consider resolution authorizing the agents of the board to lease, purchase, and contract for goods and services within general budget categories.
16. Consider resolution allowing payment of claims that cannot be deferred to the next meeting without loss of discount or if the claim is the result of contract terms, purchase order terms, or a vendor's standard terms.
17. Consider resolution designating the school district legal counsel for 2018.
18. Designate the official District #314 publication for 2018.
19. Set district travel and meal allowance for district employees for 2018.
20. Appoint official school board committee representatives for 2018.
21. Other.
22. Reminder of next Regular School Board meeting.
23. Adjourn

1. Meeting called to order by the Acting Chair. Pledge of Allegiance.

Roll call.

2. Adopt agenda for organizational meeting.

_____, _____, _____

3. Seat new board members: Oath of Office administered by Acting Chair.

The Acting chair may administer the Oath of Office to the new board members as follows: "I Swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 314 to the best of my judgement and ability."

_____, _____, _____

4. Proceed with election of School Board Chair for 2018.

The Acting Chair calls for nominations for position of school board chair and conducts the voting/balloting for determining the school board chair for 2018.

_____, _____, _____

5. New Chair to proceed with election of vice chair, clerk and treasurer for 2018; in that order.

The newly elected chair can proceed with the meeting from this point and conduct the election for vice-chair, clerk and treasurer; in that order.

_____, _____, _____

_____, _____, _____

_____, _____, _____

6. Set salary for school board members for 2018.

Each year the board sets their salaries for the new year. The 2017 salaries were set as follows: \$800 for officers, \$600 for directors; with \$75 per regular school board meeting, \$50 for other meetings up to 4 hours, \$75 for other meetings of 4 to 8 hours, and \$125 for any other meetings over 8 hours in 1 day, contingent upon filing of claim form. There was no cap.

7. Set the time and dates for regular school board meetings for July, 2018 through June, 2019, and for the January, 2019 Organizational meeting.

Each year the board sets the schedule for the regular monthly board meetings for the year. This past year the board normally met on the third Monday of each month starting at 7:00 p.m. in the Braham Area High School Community Room. This has been convenient in terms of the business department being able to process bills and provide financial information for the previous month's business. Also, it is important to keep in mind that, with very limited exceptions, Minnesota law recognizes that no public business shall be transacted on any holiday. Supt. Gagner is recommending that the meetings start at 6:30 p.m. beginning July 2018. This would allow board members and community members to attend the board meetings and still be able to more easily attend extra-curricular events that generally start at 7 or 7:30 p.m.

2018-2019 dates in common with those as set in the past are:

July 16, 2018	3rd Monday	
Aug. 20, 2018	3rd Monday	
Sep. 17, 2018	3rd Monday	
Oct. 15, 2018	3rd Monday	
Nov. 19, 2018	3rd Monday	
Dec. 17, 2018	3rd Monday	
Jan. 28, 2019	4th Monday	- 3rd Monday is Martin Luther King Day.
Feb. 25, 2019	4th Monday	- 3rd Monday is Presidents' Day.
March 18, 2019	3rd Monday	
April 15, 2019	3rd Monday	
May 20, 2019	3rd Monday	
June 16, 2019	3rd Monday	

The Organizational meeting is normally set for the first Monday in January, or as soon thereafter as possible. **Does the school board wish to schedule their Organizational meeting on a different day during the first week in January or on Monday, January 7, 2019?**

8. Adopt resolution designating official depositories for school district funds and investments for 2018.

The resolution to designate the official depositories for district funds are as follows:
“RESOLVED, that the Frandsen Bank & Trust of Braham and the Bremer Financial Services, Lake Elmo, Minnesota, be designated as the official depositories for 2018 and that funds of this school district deposited in said banks be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, undertaking of other orders for the payment of money when signed on behalf of this school district by three of its officers to wit:

_____ Chair
_____ Clerk
_____ Treasurer.”

_____, _____, _____

9. Authorize designated district office personnel to have online banking access to the Braham Schools’ accounts at the Frandsen Bank and Trust of Braham.

The Board is asked to authorize the Superintendent of Schools and district office designees to have online banking access to the Braham Schools’ accounts at the Frandsen Bank & Trust.

_____, _____, _____

10. Adopt resolution naming MSDLAF+ as official depository for state funds due the district.

For auditing purposes, the following resolution is adopted on an annual basis:
“RESOLVED, that the Minnesota School District Liquid Asset Fund be designated as the official depository for State Funds due to the district in 2018.”

_____, _____, _____

11. Authorize designated district office personnel to make electronic fund transfers.

The board is once again asked to authorize the Superintendent of Schools and designees to make electronic transfers of District #314 monies.

_____, _____, _____

12. Approve operating procedure for collateral as it relates to investment of district funds and appoint designee to approve such collateral.

The board is asked to adopt the following operating procedure for collateral as it relates to investment of district funds and to designate the Superintendent of Schools to approve collateral as per these guidelines:

Acceptable Collateral: U.S. Treasury Notes or Bond Securities and other federal agency bonds pledged as collateral: The market value of the securities pledged as collateral must be greater than 110% of the deposits with the corresponding institutions.

13. Consider resolution authorizing the Superintendent of Schools to use facsimile signatures For checks and to use the current signatures until new signatures are determined and obtained.

To simplify the bill paying and payroll operations of the district, the board has authorized the use of facsimile signatures on all district checks. This eliminates the need to have each officer sign each check issued. The following resolution will accomplish this:

“RESOLVED, that the school board desires to use facsimile signatures on all district checks to eliminate the need to have board officers sign each check issued. The Superintendent of Schools shall provide for this procedure. The board also directs the current facsimile signatures be used until the new signatures can be obtained, if necessary.”

14. Consider resolution authorizing the Superintendent of Schools to make short term investments of school district funds and to perform the duties of clerk and treasurer.

It is helpful if the board authorizes the Superintendent of Schools, or his designee, to make short term investments of district funds and to perform the duties of clerk and treasurer. This facilitates the business performance of the district. The following resolution will accomplish this:

“RESOLVED, that the school board desires to have the Superintendent of Schools, or his designee, make investments of school district funds when balances are present. The board also desires that the Superintendent, or his designee, perform the duties of clerk and treasurer.”

15. Consider resolution authorizing the agents of the board to lease, purchase and contract for goods and services within general budget categories.

The board annually authorizes the agents of the board to lease, purchase and contract for goods and services in order to streamline the business function of the district. The following resolution will accomplish this:

“RESOLVED, that the school board desires to have the Superintendent of Schools properly authorized to enter into leases on behalf of the board, and to purchase and contract for goods and services within general budget categories.”

16. Consider resolution allowing payment of claims that cannot be deferred to the next meeting without loss of discount or because the claim is the result of contract terms, purchase order terms or a vendor’s standard terms.

MN Statute provides that claims against the district may be paid prior to the next school board meeting providing that the board:

- a. has delegated authority to the clerk or superintendent of schools to make prior payment, and,
- b. requires that payment made prior to board approval be acted upon at the next board meeting.

This procedure does not affect the right of the district or a taxpayer to challenge the validity of a claim.

The following resolution will accomplish this:

“RESOLVED, that the school board wishes to take advantage of payment discounts on purchases and recognize the terms of contracts, purchase orders and vendors. The school board authorizes the superintendent of schools and/or the school board clerk to pay claims against the district prior to a regularly scheduled board meeting if the claim addresses the conditions mentioned in this resolution.”

17. Consider resolution designating the school district legal counsel for 2018.

The school board should designate the legal counsel for 2018. For the past number of years the district has used Ratwik, Roszak, & Maloney for legal issues. “RESOLVED, that the school board wishes to appoint legal counsel for 2018 and that legal counsel shall be the firm of Ratwik, Roszak & Maloney.”

18. Designate the official District #314 publication for 2018.

Does the board wish to once again designate the Isanti County News as the District #314 official publication for 2018?

19. Set district travel and meal allowance for district employees for 2018.

Each year the board adopts a mileage allowance/reimbursement rate. The current mileage allowance for district employees is ‘reimbursement at the IRS allowable rate’. The district has been notified that effective January 1, 2018 the IRS mileage reimbursement rate for business miles is \$.545 cents per mile. This is a increase of \$.01 cent per mile and is the new IRS allowable rate.

The current meal allowance for district employees is:

Breakfast - \$8.50, Lunch - \$11.00, Supper - \$13.50; with allowable reimbursement at the registration set fee for workshops, meetings, etc., when such is the case.

These terms apply to reimbursement for all district employees, school board members, and non-district employees who may be on school business.

20. Appoint official school board committee representatives for 2018.

Committee Assignment	2017 Board Rep(s)	2018 Board Rep(s)
Budget Advisory	S. Eklund, M. Thompson, R. Wyganowski	
Bldgs/Grounds & Transportation	S. Eklund, T. Cuda, J. Paitl	
Comm. Ed. Advisory Council	A. Londgren	
Donald F. Olson Scholarship	S. Eklund, A. Londgren, T. Cuda	
ECMECC	S. Eklund	
World's Best WorkForce	A. Londgren, alt M. Thompson	
Isanti Co Human Rights Comm	Sup't of Schools/ alt. M. Thompson no longer applicable	
Isanti Co. Interagency Collaborative	M. Thompson no longer applicable	
Legislative (SEE)	S. Eklund	
Meet & Confer	A. Flowers, M. Thompson, J. Paitl	
MN State H.S. League	S. Eklund/alt. A. Londgren	
Policy Review	T. Cuda, A. Flowers, R. Wyganowski	
RRSEC Joint Powers Agreement	M. Thompson	
Technology	T. Cuda, A. Flowers no longer applicable	
Negotiating Committees:		
Superintendent	S. Eklund, M. Thompson	
Administration	A. Flowers, J. Paitl	
Teachers	T. Cuda, S. Eklund, R. Wyganowski	
District Office	S. Eklund, A. Londgren	
Custodians	T. Cuda, S. Eklund	
Secretaries/Paras	T. Cuda, A. Flowers	

Food Service	A. Flowers, A. Londgren	
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21. Other.

22. Reminder of next Regular School Board meeting scheduled for Monday, January 22, 2018 at 7 p.m. in the Community Room (B100) at the high school.

23. Adjourn.
