



Date: January 4, 2018
To: School Board
From: Dr. Malone
RE: Meeting Notes, January 8, 2018

1. D. Election of Officers: The MSBA publication The First Monday In January: Everything you need to know for your school board's Organizational Meeting is enclosed. The procedure for Election of Officers begins on page 3. A list of the 2017 officers is also attached.

F. Visitors: Primary School Staff Members will provide a presentation to the school board about one of their excellent programs.

2. The Chairperson appoints the committee assignments. The 2017 committees and representatives are attached.

3. A. Superintendent's Report

i. School board members are registered for the MSBA Conference Thursday, January 11th and Friday, January 12th. Please check with me at the meeting to verify your travel plans.

ii. One of the school board goals this year is to Improve School Climate.

The New Jersey Climate Survey (NJCS) was deployed to teachers last month. The Center of Applied Research and Educational Improvement (CAREI), a department within the University of Minnesota has analyzed the data and prepared a report (attached). Domain distribution data has been added to the report.

I am developing an action plan with the appropriate principal from each school site to improve school climate. Teachers will be asked to respond to select questions from the survey again at the end of the school year to measure progress.

iii. The kickoff event for Watch DOGS at the Primary school last month included 194 dads and 200 students. WATCH D.O.G.S. (Dads Of Great Students) is a family and community engagement educational initiative. There are 2 primary goals of the WATCH D.O.G.S. program.

- i. To provide positive male role models for the students, demonstrating by their presence that education is important.
- ii. To provide extra sets of eyes and ears to enhance school security and reduce bullying.

Thanks to all the Dads who are volunteering to be part of this fantastic program. Also, thanks to Pat Brown, Erica Rusin, and Dale Christensen for organizing this wonderful opportunity. More information about WATCH D.O.G.S. can be found here: <http://dadsofgreatstudents.com/default/>

- iv. Plans for the Primary School addition are nearly completed. An agenda item on the January 8th school board meeting will be to call for bids. The school board is scheduled to accept a bid at the March 5th meeting. Construction will begin on March 26th and should be completed in mid-August. The approximate tax impact for the primary school addition for a \$200,000 house in town is \$15 per year or \$1.25 per month

4. Consent Agenda

D. I recommend approving the personnel items as presented.

E. Policy 706 Acceptance Of Gifts permits the school board to accept donations or gifts under the terms of the policy. I recommend accepting the gifts as described on the enclosure.

F. I recommend approving the Annual Agenda (attached.)

G. Joe Prom and I recommend continuing with Sherburne State Bank, Minnesota School District Liquid Assets Fund, and PMA/MN Trust as District Depositories for 2018.

H. Joe Prom and I recommend continuing with Bergan KDV, LTD as the district auditors for FY 17-18. The cost for services in 2017 was \$23,300. KDV agreed to a price of \$24,700 for fiscal year 2018. We may solicit quotes for this service in the future.

I. I recommend continuing with Kennedy & Graven as the school district's Legal Counsel.

J. I recommend continuing with the Citizen-Tribune as the official district newspaper.

K. I recommend establishing the regular school board meeting date as the first Monday of each month at 6:30 p.m. with the following exceptions noted below. The board should determine their preferred meeting time.

- September 10 (September 3 is a holiday)
- October 8 (Superintendent at Fall MASA Conference on October 1)
- November 12 (this will avoid a special meeting to canvass the November 6 election results)

L. I recommend approving the annual authorization for the Superintendent and Business Manager to conduct electronic fund transfers pursuant to MS 471.38 Subd. 3 and Subd. 3a.

M. MS 120B.11 requires the school board to adopt the prior year World’s Best Workforce Report Summary. I recommend adopting the 2016-17 World’s Best Workforce Report Summary (attached).

N. Joe Prom and I recommend approving the Superintendent or Director of Business Services to enter into a lease-purchase agreement with First Western Bank & Trust (dba All-Lines Leasing). This will finance the purchase of custodial equipment sold by Hillyard, Inc.

Equipment being purchased: (1) Advance Liberty A50 Auto Scrubber \$31,824

This is new-to-market equipment and the financing agreement allows us to purchase with promotional pricing utilizing FY19 budget, while taking delivery of the equipment in January. The remaining cost of \$31,824 will be paid July 1, 2018 out of the FY 19 budget.

Cost of Equipment:	\$31,824
Interest Cost to Finance for 6 months:	\$936
One-Time Documentation Fee:	\$150
Total Cost to District:	\$32,910

O. Joe Prom and I recommend approving the Superintendent or Director of Business Services to enter into a lease-purchase agreement with American Capital.

The buses are being purchased from North Central Bus Sales; state contract pricing and net of trade-in of one bus. The buses will be leased over five years. The amounts for lease payments are included in the FY18 budget for the transportation department.

Financing quotes were received from three potential lenders. The amounts quoted below were received from American Capital, which quoted the lowest rates. The lease agreement has been reviewed by administration and is similar to prior bus leases; we also received a favorable opinion letter from our legal counsel regarding the terms and agreements of the lease agreement.

Estimated Equipment Costs	
2 - 2019 Blue Bird All American 88 Passenger School Buses	\$222,719
1 - 2019 Blue Bird Vision Lift Equipped School Bus	\$121,476
Total Equipment Costs	\$344,195
Down Payment, Due February 2018	-72,406
Total Amount Financed	\$271,789
February 2019 Payment	-72,406
February 2020 Payment	-72,406
February 2021 Payment	-72,406
February 2022 Payment	-72,406
Total Interest Costs	\$(17,835)

Lease Interest Rate

2.56%

5. I recommend the school board **authorize a call for bids for the Becker Primary School Classroom Addition with sealed bids to be opened on February 15th at 2:00 p.m. and bids to be awarded at the March 5th school board meeting.** The advertisement is attached.
6. MSBA is requesting that Minnesota School boards adopt a resolution calling for full Federal funding of special education services and **I recommend that we do so.**
7. MSBA is requesting that Minnesota School boards adopt a resolution calling for full State funding of special education services and **I recommend that we do so.**