

CLINTON-GRACEVILLE-BEARDSLEY SCHOOL BOARD

REGULAR MEETING

March 21, 2016

Donna Moberg, Chairperson, called the Monthly Meeting of the Clinton-Graceville-Beardsley School Board to order on March 21, 2016 at 6:41p.m. in the Clinton-Graceville-Beardsley Middle/High School Media Center in Graceville. Greg Vold took roll call. School Board Members present at the meeting: Theresa Diekmann, Michelle Issendorf, Donna Moberg, Vernon Powlish, April Sibson, Janine Teske, and Greg Vold. Absent: None. Also present: Superintendent Philip Grant, Principal Larry Mischke, Trisha Anderson (Business Manager), Student Representative: Kassidy Sykora, and staff.

Moberg declared a quorum and welcomed everyone.

MMS Issendorf and Sibson to approve the agenda with changes noted in the following minutes. MC (Motion Carried), 7-0.

MMS Vold and Teske to approve payment of monthly bills with check #47520 through check #47658 for a total of \$162,516.23. MC, 7-0.

MMS Powlish and Sibson to approve the MS/HS Schedule as per attachment and will be attached to the official minutes in the District Office. MC, 7-0.

MMS Diekmann and Issendorf to approve the 2016-17 calendar as per attachment. MC, 7-0.

MMS Powlish and Sibson authorizing issuance of individual procurement cards. MC, 7-0.

Member Powlish introduced the following resolution and moved its adoption:

RESOLUTION AUTHORIZING ISSUANCE OF

INDIVIDUAL PROCUREMENT CARDS

WHEREAS, the School Board has authority to authorize the purchase of goods and services by use of Procurement Cards; and

WHEREAS, the Minnesota Association of School Administrators ("MASA") has entered into an Administration Agreement with PFM Financial Services LLC, to administer, on behalf of participating school districts in the State of Minnesota, a Procurement Card system. The Procurement Cards will be issued to individual authorized employees of the district, by Harris Bank, at 115 South LaSalle Street, Chicago, IL 60603, with established limits and purpose; and

WHEREAS, it is the desire of the School Board to enable each authorized individual employee to procure authorized supplies for School District purposes in order to facilitate creative pedagogical processes and efficient School District operations; and

WHEREAS, it is the desire of the School Board to reduce the economic burden on the resources of the School District by increasing efficiency and reducing the administrative costs of the School District and to respond to the exigencies of the day-to-day operations in accordance with the procurement process as established by Minnesota Statutes; and

WHEREAS, the School Board recognizes that the Procurement Card is neither a substitute for public bidding nor the School District's existing procurement program, and that the Procurement Card Program is not being implemented for the purpose of bid splitting and/or the avoidance of the statutorily mandated public bidding process; and

WHEREAS, the School Board recognizes the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsors and endorses the Corporate MasterCard Procurement Card Program;

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. (fill in) State of Minnesota, as follows:

1. The Chair and Clerk are authorized to enter into an Agreement with Harris Bank to secure Procurement Cards for each authorized employee of the School District under such terms and conditions as approved by its legal counsel and the School Board.
2. As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.
3. As a condition precedent to receiving the Procurement Card, [the School Board/School Board Treasurer/Business Manager or designee] shall establish a monetary limit of authority for each employee's use of the Procurement Card.
4. As a condition precedent to issuance of a Procurement Card, [the School Board/School Board Treasurer/Business Manager or designee] shall establish in writing purchasing parameters in accordance with the law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary Procurement Card limits for each employee recipient of the Procurement Card. Employee recipients shall submit a list of School District goods and services to be annually purchased with the card, which shall be approved in writing by [the School Board/School Board Treasurer/Business Manager or designee].
5. As a condition precedent to receiving the Procurement Card, each employee recipient shall sign an Agreement of Indemnity, which is included in the Procurement Card Use Agreement.
6. The School Board hereby expressly authorizes the Chair and Clerk to execute the Procurement Card Use Agreement on its behalf.
7. Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by [the School Board/School Board Treasurer/Business Manager or designee].
8. The Superintendent shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized school district business purposes and in compliance with applicable law, and to allow for easily verifiable audits of their use. These procedures and internal controls and any changes thereto shall be submitted to the School Board at least annually for its review and input.

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

Sibson

and upon vote being taken thereon the following voted in favor thereof: Diekmann, Issendorf, Moberg, Powlish, Sibson, Teske, and Vold

and the following voted again the same: None

whereupon said resolution was declared duly passed and adopted.

MMS Teske and Vold to approve the WBWF (World's Best Workforce) Summary. MC, 7-0.

MMS Teske and Issendorf to approve the contract between CGB Schools and Main Street Industries for custodial support services. MC, 7-0.

MMS Diekmann and Teske to approve the resignation of Zach Kaiser as MS/HS Social Studies Teacher effective end of 15-16 school year. MC, 7-0. "Thanks and Good Luck was wished to Zach".

MMS Teske and Powlish to approve the resignation, with Regret and Thanks, of Tammy Ragan as music specialist and current extra-curricular duties effective the end of the 15-16 school year. MC, 7-0.

MMS Issendorf and Sibson to approve to advertise for a Elementary General Music/MS, HS Choral Teacher for the 16-17 school year. MC, 7-0.

Second Reading was held on the following policies:

300 LEVEL:

- 301-SCHOOL DISTRICT ADMINISTRATION
- 302-SUPERINTENDENT
- 306- ADMINISTRATOR CODE OF ETHICS

400 LEVEL:

- 405- VETERAN'S PREFERENCE
- 406- PUBLIC AND PRIVATE PERSONNEL DATA
- 407- EMPLOYEE RIGHT TO KNOW- EXPOSURE TO HAZARDOUS SUBSTANCES
- 408- SUBPOENA OF A SCHOOL DISTRICT EMPLOYEE
- 409- EMPLOYEE PUBLICATIONS, INSTRUCTIONAL MATERIALS, INVENTIONS, AND CREATIONS
- 410-FAMILY AND MEDICAL LEAVE
- 414- MANDATED REPORTING OF CHILD NEGLECT OR PHYSICAL OR SEXUAL ABUSE
- 415- MANDATED REPORTING OF MALTREATMENT OF A VULNERABLE ADULT
- 417- CHEMICAL USE & ABUSE
- 418- DRUG FREE WORKPLACE- DRUG FREE SCHOOL
- 419- TOBACCO FREE ENVIRONMENT
- 421- GIFTS TO EMPLOYEES
- 422-POLICIES INCORPORATED BY REFERENCE
- 425- STAFF DEVELOPMENT

MMS Vold and Issendorf to approve the Non-Certified Handbook and wage structures. MC, 7-0.

MMS Sibson and Diekmann to approve the Senior Class Trip. MC, 7-0.

Superintendent Grant gave an oral report on:

- 18 online program
- Teacher licensing
- Q-Comp

Oral and written reports were given by K-12 Principal Larry Mischke

A Written report was submitted by AD Jeremy Christenson.

A correspondence was read by Chair Moberg.

Chair Moberg stated the Personnel Committee Minutes were in their packets.

MMS Issendorf and Sibson to rescind the motion which approved the resignation of the elementary secretary at the Feb. 8, 2016 meeting and amend it to read: motion to approve the resignation of Dara Gibson as elementary secretary. MC, 7-0.

The following Committee Meetings dates were set:

1. Personnel	April 5 th	6:00pm	Clinton
2. Policy	April 6 th	5:00pm	Graceville
3. Facilities	April 6 th	6:00pm	Graceville
4. Budget	April 7 th	6:00pm	Clinton
5. Activities	April 5 th	6:30am	Graceville

MMS Vold and Teske to adjourn the meeting. MC, 7-0.

Meeting Adjourned. Time: 8:27pm.

Janine Teske, Board Clerk