

**Date:** January 5, 2017  
**To:** School Board  
**From:** Dr. Malone  
**RE:** Meeting Notes, January 9, 2017

1. Election Of Officers

E. The MSBA publication The First Monday In January: Everything you need to know for your board's organizational meeting is enclosed. The procedure for Election of Officers begins on page 3. A list of the 2016 officers is also attached.

2. The Chairperson appoints the committee assignments. The 2016 committees and representatives are attached.

3. A. Superintendent's Report

i. School board members are registered for the MSBA Conference Thursday, January 12<sup>th</sup> and Friday, January 13<sup>th</sup>. Please check with me at the meeting to verify your travel plans.

ii. An MMR Improvement Plan update is attached.

4. Consent Agenda

**D. I recommend approving the personnel items as presented.**

**E. I recommend approving the contract with the District Office Non-union, Non-licensed Personnel:**

Total District Office Staff (3.5 FTEs)						
12/22/16						
	Salary	sal inc %	PERA, FICA, Insurance, 403(b) Match, Longevity	Total District Cost	Cost Inc %	Cost Inc \$
2015-16	\$179,780		\$90,168	\$269,948		
2016-17	\$185,088	2.87%	\$96,334	\$281,422	4.25%	\$11,474
2017-18	\$191,496	3.35%	\$99,178	\$290,674	3.29%	\$9,253
2018-19	\$197,904	3.24%	\$99,890	\$297,794	2.45%	\$7,120
		9.45%			9.99%	\$27,847

- F.** 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.**
- G.** **I recommend approving the Annual Agenda (enclosed).**
- H.** **Joe Prom and I recommend continuing with Sherburne State Bank, STARCOR Credit Union, Minnesota School District Liquid Assets Fund, and PMA/MN Trust as District Depositories for 2017.**
- I.** **Joe Prom and I recommend continuing with Bergan KDV, LTD as the district auditors for FY 17.** The cost for services in 2016 was \$23,900. KDV agreed to a price of \$24,300 for fiscal year 2017. We may solicit bids for this service in the future.
- J.** **I recommend continuing with Kennedy & Graven as the school district's Legal Counsel.**
- K.** **I recommend continuing with the Citizen-Tribune as the official district newspaper.**
- L.** **I recommend establishing the regular 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.**
- **March 13 (Superintendent at AASA Conference on March 6)**
  - **September 11 (September 4 is a holiday)**
  - **October 9 (Superintendent at Fall MASA Conference on October 2)**
- M.** **I recommend approving the annual authorization for Superintendent and Business Manager to conduct electronic fund transfers pursuant to MS 471.38 Subd 3 and Subd 3a.**