

**TO:** Northeast Metro 916 Board of Education  
**FROM:** Connie Hayes  
**DATE:** Dec. 10, 2018  
**RE:** Dec. 5 Board of Education Meeting Talking Points

Members present: Ptacek, Forsberg, Oksnevad, Sager, Azer, Chapman, Delvo, Kelly, Livingston, Olson, Palmer, J. Schwartz, Timm; Members absent: K. Schwartz.

- **Upcoming events:** The school board was formally invited to attend a program visit to the Career & Tech Center on Jan. 8.
- **Audit report:** The school board received a financial report for the 2017-18 school year, prepared by the auditor for Northeast Metro 916. The auditor found:
  - Zero deficiencies in the school district's internal control over financial reporting that they considered to be material weaknesses.
  - Zero instances of noncompliance that are required to be reported under Government Auditing Standards.
  - Zero findings based on their testing of the school district's compliance with Minnesota laws and regulations.
- **Self-evaluation and operating norms:** Superintendent Hayes and Syreeta Wilkins, director of communications, facilitated an activity through which the school board reflected on the results of their self-evaluation. The board agreed to focus their development in the next year on communication strategies that promote respectful dialogue, and on developing a greater understanding of their roles as Northeast Metro 916 board members.
- **Budget update:** Jon VanOeveren, director of finance, shared information with the school board about the school district's financial position. Currently, the school district is in good financial condition, it is taking steps to minimize financial risk, and it is committed to long-term financial planning. This presentation was a reflection of the district's stated goal of informing the school board more frequently and in more detail about its finances.
- **2019 meeting dates:** The school board voted to approve meeting dates for the 2019 calendar year. The schedule calls for all meetings to occur the first Wednesday of each month, with the exception of January, which would occur on the second Wednesday. The calendar also includes four work sessions and a summer retreat.

- **Board policy:** The school board voted to approve revisions to policy 406, which addresses public and private personnel data.
- **Budget approval:** The school board voted to approve a revised budget for the 2018-19 school year. A preliminary budget was approved in June 2018, and this revised budget reflects changes in revenue and expenditures since that time. This is the second of three annual budget revisions that the school board will consider, a process that is in accordance with recommended guidelines from the district auditor.