



**Date:** January 3, 2019  
**To:** School Board  
**From:** Dr. Malone  
**RE:** Meeting Notes, January 7, 2019

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 2018 officers is also attached.
2. The Chairperson appoints the committee assignments. The 2018 committees and representatives are attached.
3. A. Superintendent's Report
  - i. School board members are registered for the MSBA Conference Thursday, January 17th and Friday, January 18th. Please verify your travel plans with me, if known, at the meeting. I will finalize traveling logistics early next week.
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. Kevin Januszewski and I recommend continuing with Sherburne State Bank, Minnesota School District Liquid Assets Fund, and PMA/MN Trust as District Depositories for 2019.**
  - H. Kevin Januszewski and I recommend continuing with Bergan KDV, LTD as the district auditors for FY 19.** The cost for services in 2018 was \$24,700. KDV agreed to a price of \$25,100 for fiscal year 2019. 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.**

- **March 11 (March 4 is during Spring break)**
- **September 9 (September 2 is a holiday)**
- **October 14 (Superintendent at Fall MASA Conference on October 7)**

**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.**

5. The school board should review the process and schedule for selecting the next superintendent. Both are attached.