

MEMORANDUM

TO: Members of the School Board and Superintendent Holmberg

FROM: Jody Josephson, Executive Assistant to the Superintendent

DATE: January 6, 2025

RE: Consent Agenda – Annual Organizational Items

Signature Plate

The Superintendent of Schools recommends that the School Board approve the resolution to authorize the use of facsimile signatures (school district officers) and authorize for surety bond protection and use of the facsimile signature plate of the previous year's School Board Officers until such time a new plate can be purchased.

RESOLUTION RELATING TO THE AUTHORIZATION AND USE OF FACSIMILE SIGNATURES BY SCHOOL DISTRICT OFFICERS AND PROVIDING FOR SURETY BOND FOR PROTECTION

Collateral Transactions

The Superintendent of Schools recommends the School Board authorize the Executive Director of Business Services to conduct collateral transactions for the district.

Professional Services

The Superintendent of Schools recommends the School Board authorize the Superintendent of Schools, his designee/Executive Director of Business Services, and other designees, to utilize the following services for 2024 (Services are paid on a time and materials utilized basis):

- a. Legal Counsel
 - 1) The firm of Rupp, Anderson, Squires & Waldspurger, P.A.
 - 2) The firm of Ratwik, Roszak & Maloney
 - 3) The firm of Knutson, Flynn & Deans
 - 4) The firm of Dorsey & Whitney
- b. Architects
 - 1) Wold
 - 2) DeVetter Design Group
- c. District Auditor
 - 1) Malloy, Montague, Karnowski, Radosevich, and Co. (MMKR)
- d. District Financial Advisors
 - 1) Baird
 - 2) PMA
 - 3) PFM
 - 4) Wells Fargo

Designate Official Depositories

The Superintendent of Schools recommends the School Board approve the identified depositories for 2025 and, further, that the Executive Director of Business Services or Designee shall be authorized to conduct collateral transactions as may be required:

1. US Bank
2. PFM
3. PMA
4. Wells Fargo
5. Zions Bank
6. Computershare

Authorization for Electronic Funds Transfers

The Superintendent of Schools recommends the School Board authorize the Superintendent of Schools and the Executive Director of Business Services and/or designee to make electronic funds transfers as permitted by Minnesota Statute 471.38 and submit a list of such transfers at the next regular School Board meeting after the transfers take place.

Authorization to Lease, Purchase and Contract for Goods and Services

The Superintendent of Schools recommends the School Board authorize, as permitted by Minnesota Statute 123B.52, the Superintendent of Schools or the Executive Director of Business Services to lease, purchase, and contract for goods and services, within the budget as approved by the School Board, provided that any transaction in an amount exceeding the minimum amount for which bids are required (per Minnesota Statute 471.345) must first be specifically authorized by the School Board and must fulfill all other applicable legal requirements for school district contracts.

Designate Alternative Dissemination Method

The Superintendent of Schools recommends the School Board authorize the use of the Centennial School District's website as an alternative dissemination of information method.

Authorization to Approve Miscellaneous Contracts

The Superintendent of Schools recommends the School Board authorize principals and directors to approve contracts for D.J.s, yearbooks, photos, graduation rentals, speakers for Staff Development.

Authorization to Make Payments in Advance of School Board Approval

The Superintendent of Schools recommends the School Board authorize the Superintendent of Schools or designee/Executive Director of Business Services to make payments between School Board meetings in advance of School Board approval under the following conditions and to include such payments in the next list of bills submitted to the School Board for approval:

- a. Payments of claims which cannot be deferred until the next School Board meeting without the loss to the district of a discount privilege, or because of contract terms, purchase order terms, or a vendor's standard terms which are part of a contract, in accordance with Minnesota Statute 123B.02, Subd. 18.
- b. Payments of claims within the standard payment period as defined in Minnesota Statute 471.425.

Authorization of Petty Cash Accounts

The Superintendent of Schools recommends the School Board authorize the use of imprest funds (petty cash accounts), that the Superintendent of Schools or designee/Executive Director of Business Services be appointed as custodian of such funds, and that their only uses be for the payment of proper claims against the district, excluding salaries and personal expenses, which it is impractical to pay in any other manner, and for travel expense advances, all as permitted by Minnesota Statute 123B.11.

Authorization of Credit Cards

The Superintendent of Schools recommends the School Board authorize the use of a district credit card by any officer or employee otherwise authorized to make a purchase on behalf of the district. If a district officer or employee makes or directs a purchase by a district credit card that is not approved by the School Board, the officer or employee is personally liable for the amount of the purchase.

Informal Procurement Method-Micro Purchases

Non-Federal entities may establish a threshold higher than the micro-purchase threshold in accordance with OMB guidance § 200.334. Centennial ISD12 self certifies the micro-purchase threshold to align to Minnesota Uniform Municipal Contracting Law statutes 471.345, subd. 5. We are qualified as a low-risk auditee and this higher threshold is consistent with State law.

Designation of Identified Official with Authority for the MDE External User Access Recertification System

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT Enterprise Identity and Access Management Standard which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize Jeff Holmberg to act as the Identified Official with Authority (IOwA) and Jody Josephson to act as the IOwA to add and remove names only for Centennial Public School District 0012-01.

Election Clerk

Annually the School Board needs to approve the election clerk for the upcoming year. The Superintendent of Schools recommends the School Board authorize Jody Josephson to act as the official election clerk and Marsha Eichinger as the assistant election clerk for all school board elections in 2025.

Official Newspaper

Minnesota Statute 123.33, Subd. 11 states: "The board shall cause its official proceedings to be published once in the official newspaper of the district. Such publication shall be made within 30 days of the meeting at which such proceedings occurred." In past years, legal notices and minutes have been published in the Quad Press, (which under M.S. 31.02 qualifies as the district's official newspaper because it is published within the district). In addition, the full minutes are available on the district's website www.isd12.org. The Quad Press has submitted a request to be designated as Centennial School District's official newspaper for 2025.

The Superintendent of Schools recommends the School Board approve the continuation of the Quad Press as the legal publication for the school district for 2025.

School Board Committee Assignments 2025

The list of board member committee assignments for 2025 is included in board packets.

Mileage Allowance Rate

The travel allowance for district employees will be as per the IRS Standard Mileage Rate.