

## **AGENDA**

Board of Education Organizational Meeting  
Independent School District No. 110  
Waconia, Minnesota  
January 14, 2013 - 6:00 PM  
Waconia City Hall - Maple Conference Room

### **1. CALL TO ORDER, ADOPTION OF AGENDA, and NOTATION OF MEMBERS IN ATTENDANCE**

- A. New Board Member Oath of Office  
Presenter: Dr. Rajanen, Superintendent

### **2. ELECTION AND APPOINTMENT OF 2013 ISD #110 BOARD OF EDUCATION OFFICERS**

- A. Election of 2013 ISD #110 Board Chair  
Presenter: Dr. Rajanen, Superintendent
  - 1. Call for Nominations for 2013 Board Chair position
  - 2. Motion to close nominations
  - 3. Roll Call Vote
- B. Election of 2013 ISD #110 Board Vice Chair  
Presenter: 2013 School Board Chair
  - 1. Call for Nominations for 2013 Vice Chair position
  - 2. Motion to close nominations
  - 3. Roll Call Vote
- C. Appoint 2013 ISD #110 School Board Treasurer  
Todd Swanson, Director of Finance and Operations has served as Board Treasurer.  
Presenter: 2013 School Board Chair
- D. Appoint 2013 ISD #110 School Board Clerk  
Jessica Kilian, Superintendent's Administrative Assistant has served as Board Clerk.  
Presenter: 2013 School Board Chair

### **3. DISCUSSION OF BOARD OF EDUCATION ASSIGNMENTS AND COMMITTEES**

The 2013 School Board Committee assignments are done by the School Board Chair. Policy 213 (attached) calls for the appointment of the following standing committees: Curriculum, Policy, Personnel/Negotiations, Budget/Finance, and Facilities.

Board Members will be asked to share preferences for committees and representation. The Board Chair will notify Board Members of their committee assignments by January 30th.

Additional committees include:

- Minnesota State High School League Rep (1+/year)
- Southwest Metro Educational Coop Board Rep (11x/year; 3rd Tuesday)
- Community Ed. Advisory Rep (5-6x/year)
- District 110 Foundation Rep (10x/year)
- Teaching and Learning Advisory Council Rep (5x/year)
- Technology Advisory Group Rep (2x/year)
- Liaison to City Council (12x/year)

Association of Carver County Elected Leaders Rep (9x/year; 1st Thurs; no meetings Jan., July, Dec.)  
Schools for Equity in Education Rep (5x/yr)

Presenter: 2013 School Board Chair

**4. APPROVE ORGANIZATIONAL ITEMS BY CONSENT**

The Consent Agenda requires one motion to vote for/against all items listed.

A board member may make a motion to remove an item from the Consent Agenda to be voted on separately.

Presenter: 2013 School Board Chair

**A. Designate Outside Firms to Represent School District 110**

**1. Designate Legal Counsel/Firms**

RECOMMENDATION: Appoint Rupp, Anderson, Squires, Waldspurger; Knutson, Flynn, & Deans P.A.; and Hubert, Melchert, and Sjodin as District 110 Legal Counsel.

**2. Designate Official Newspaper**

RECOMMENDATION: Designate the Waconia Patriot as official school newspaper for District 110.

**3. Adopt Resolution Determining District 110 Money Investment and Designated District Depositories**

RECOMMENDATION: Klein Bank of Waconia, Security Bank of Waconia, MN Trust, Associated Bank, Commerce Bank be designated as depositories for the funds of this District.

Representatives of this district are hereby authorized to open or caused to be open an account or accounts with said institutions of such terms, conditions, and agreements as shall be required by said institutions; to endorse or cause to be endorsed in the name of the district, to negotiate, deposit or cause to be deposited in such account or accounts any money, checks, drafts, orders, notes, and other instruments; and to make any other agreements deemed advisable in regard thereto maintaining deposits below the \$250,000 FDIC limit, except where sufficient collateral is provided to insure deposit coverage. Representatives of the district are the Superintendent and Director of Finance and Operations. They are authorized to open new accounts with other federally insured organizations, as needed, in accordance with the above description.

**B. Adopt Finance and Operations Resolutions:**

**1. Adopt Resolution Authorizing Facsimile signatures**

RECOMMENDATION: Resolve that District 110 School Board authorizes the Director of Finance and Operations to use facsimile signatures for all school district checks and orders.

**2. Adopt Resolution Determining Local Agency Representatives**

RECOMMENDATION: Resolve that as District 110 applies for financial assistance available under federal program, the Superintendent be named as local agency representative and be directed to execute and file applications for and on behalf of the school district and otherwise act as authorized representative of the school district in state and federally funded programs.

**3. Adopt Resolution Authorizing the Lease and/or Purchase of Goods and Services**

RECOMMENDATION: Resolve that District 110 School Board authorizes the Superintendent or his/her designees to lease, purchase and contract for goods and services within the general budget categories pursuant to Minnesota Statute 123.37, Subd. 1A.

**4. Adopt Procedure for Auditing Monthly Bills**

RECOMMENDATION: That the Board receive a summary of the monthly bills to be approved in their board packets. Board members may audit any specific bills either by calling the Director of Finance and Operations prior to the meeting or by auditing district bills prior to the meeting.

- 5. Approve to establish 2013 mileage reimbursement rate at .565 cents per mile.
- C. Appointment of District Personnel to Serve as District Representative:
  - 1. Appoint Superintendent of Schools as responsible authority for District 110
  - 2. Authorize Superintendent to sign for grants on behalf of the school board
  - 3. Appoint Superintendent of Schools as District 110 Transportation Director
  - 4. Appoint Local Board of Education Action Representative and District's 504 Compliance Coordinator  
 RECOMMENDATION: Appoint Chuck Anderson, Bayview Principal to serve as the local board of education representative in filing applications for funds as approved under public law 103.382. (Title I Programs)
  - 5. Appoint Marsha Polys, Director of Student Support Services, as District 110 Homeless Student Representative
  - 6. Appoint Carver County Sheriff's Department as Liaison and Truancy Officer
- D. Establish Meeting Adjournment Time  
 In the event a meeting has not adjourned by a specific time, and to avoid a meeting that runs late into the evening, the board may establish a specific time to adjourn all meetings. It is recommended to establish all school board meetings to adjourn by 10:30 p.m., and if needed resume the meeting at a later date.
- E. Determine 2013 Regular School Board Meeting and Work Session Dates:  
 2012 Regular School Board Meetings were held the 2nd Monday of each month, 7:00 p.m. at City Hall.  
 2012 Work Session dates were held the 4th Monday of each month, 7:00 p.m. at various school sites. (August - April)

**5. ESTABLISH PAY RATES FOR 2013**

Presenter: 2013 Board Chair

A. 2013 Board Member Salary

2012 Salary:

\$3,100. /year for school board members;

\$ 500. /year additional for School Board Chair

\$ 300. /year additional for members of Personnel/Negotiations Committee Members;

*Motion to approve 2013 salaries at the following rates:*

\$ \_\_\_\_\_ for School Board Members

\$ \_\_\_\_\_ for School Board Chair

\$ \_\_\_\_\_ for Negotiations/Personnel Committee

Presenter: 2013 Board Chair

**6. ADJOURNMENT**