

AGENDA

Board of Education Organizational Meeting
Independent School District No. 110
Waconia, Minnesota
January 8, 2018 - 5:30 PM
Waconia City Hall

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

Presenter: Pat Devine, Superintendent

2. ELECTION AND APPOINTMENT OF 2018 ISD #110 BOARD OF EDUCATION OFFICERS

A. Election of 2018 ISD #110 Board Chair

1. Acting Chair asks for nominations.
2. Any member of the board may nominate any other board member, and nominations do not require a second.
3. If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.
4. The acting chair should again pause and repeat the call for nominations a third time to ensure that any board member wishing to make a nomination has ample opportunity to do so.
5. After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
6. If only one board member is nominated, board may allow the acting chair to declare that candidate elected.
If two or more members are nominated for office, a Roll Call Vote is taken.

(Source: MSBA - *The First Monday in January*)

1. Call for Nominations
2. Close Nominations (call 3 times)
3. Roll Call Vote

B. Election of 2018 ISD #110 Board Vice Chair

1. Chair asks for nominations.
2. Any member of the board may nominate any other board member, and nominations do not require a second.
3. If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.
4. The chair should again pause and repeat the call for nominations a third time to ensure that any board member wishing to make a nomination has ample opportunity to do so.
5. After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
6. If only one board member is nominated, board may allow the acting chair to declare that

candidate elected.

If two or more members are nominated for office, a Roll Call Vote is taken.

(Source: MSBA - *The First Monday in January*)

Presenter: 2018 School Board Chair

1. Call for Nominations
2. Close Nominations (call 3 times)
3. Roll Call Vote

C. Appoint 2018 ISD #110 School Board Treasurer

Todd Swanson, Director of Finance and Operations has previously served as Board Treasurer.

Presenter: 2018 School Board Chair

D. Appoint 2018 ISD #110 School Board Clerk

Jessica Kilian, Superintendent's Administrative Assistant has previously served as Board Clerk.

Presenter: 2018 School Board Chair

3. DISCUSSION OF BOARD OF EDUCATION ASSIGNMENTS AND COMMITTEES

The 2018 School Board Committee assignments are done by the School Board Chair.

Policy 213 calls for the appointment of the following standing committees:

Curriculum

Policy

Personnel/Negotiations

Budget/Finance

Facilities

Board Members will be asked to share preferences for committees and representation. The Board Chair will notify Board Members of their committee assignments at a later date.

Additional committees include:

Minnesota State High School League Rep (1+/year)

Southwest Metro Intermediate District 288 Rep (11x/year; 3rd Tuesday)

Community Ed. Advisory Rep (5-6x/year)

District 110 Foundation Rep

Technology Advisory Group Rep (2x/year)

Liaison to City Councils (12x/year)

Waconia

Victoria

St. Bonifacius

New Germany

Minnetrissa

Schools for Equity in Education Rep (5x/yr)

Carver County Elected Leaders

Presenter: 2018 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: 2018 School Board Chair

A. Designate Outside Firms to Represent School District 110

1. 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. Official Newspaper

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

3. Financial Investment and Designated District Depositories

RECOMMENDATION: Klein Bank of Waconia, Security Bank of Waconia, MN Trust, Associated Bank, Commerce Bank, and Hometown 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: 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 2018 mileage reimbursement rate at 54.5 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 Superintendent of Schools as Local Board of Education Action Representative and District's 504 Compliance Coordinator

RECOMMENDATION: Appoint Superintendent of Schools 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 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 2018 Regular School Board Meeting and Work Session Dates:

*2018 Regular School Board Meetings were held the 2nd Monday of each month, 7:00 p.m. at City Hall.

*2018 Work Session dates were held the 4th Monday of each month, 7:00 p.m. at various school sites.

*2018 Board Lunch Meetings

5. ESTABLISH PAY RATES FOR 2018

Presenter: 2018 Board Chair

A. 2018 Board Member Salary

2017 Salary Rates were:

\$ 3800. /year for school board members;

\$ 600. /year additional for School Board Chair

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

Motion to approve 2018 salaries at the following rates:

\$ _____ for School Board Members

\$ _____ for School Board Chair

\$ _____ for Negotiations/Personnel Committee

Presenter: 2018 Board Chair

6. DISCUSSION ITEMS

7. ADJOURNMENT