

## **AGENDA**

Board of Education Organizational Meeting  
Independent School District No. 110  
Waconia, Minnesota  
January 14, 2019 - 6:00 PM  
Waconia City Hall

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

Presenter: Tabitha Laumann, Acting Chair

### **2. ELECTION AND APPOINTMENT OF 2019 ISD #110 BOARD OF EDUCATION OFFICERS**

#### **A. Election of 2019 ISD #110 Board Chair**

Presenter: Tabitha Laumann, Acting Chair

##### **1. Acting Chair Calls for Nominations**

Any member of the board may nominate any other board member, and nominations do not require a second.

##### **2. Acting Chair Call for Nominations two more times**

If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.

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.

##### **3. Acting Chair closes nominations**

After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.

--One Candidate Nominated = Acting Chair may declare that candidate elected by acclamation (no vote necessary)

--More than One Candidate Nominated = Roll Call Vote (Clerk will call for and record votes)

#### **B. Election of 2019 ISD #110 Board Vice Chair**

Presenter: 2019 School Board Chair

##### **1. 2019 Chair Calls for Nominations**

Any member of the board may nominate any other board member, and nominations do not require a second.

##### **2. 2019 Chair Calls for Nominations two more times**

If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.

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.

##### **3. 2019 Chair closes nominations**

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--One Candidate Nominated = Acting Chair may declare that candidate elected by acclamation

(no vote necessary)

--More than One Candidate Nominated = Roll Call Vote (Clerk will call for and record votes)

C. Appoint 2019 ISD #110 School Board Treasurer

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

Presenter: 2019 School Board Chair

D. Appoint 2019 ISD #110 School Board Clerk

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

Presenter: 2019 School Board Chair

**3. APPROVE ORGANIZATIONAL ITEMS BY CONSENT**

The Consent Agenda requires one motion and a second 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: 2019 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, Mid-Country 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 section 123B.52

4. Adopt Procedure for Auditing Monthly Bills  
RECOMMENDATION: The Board will receive a summary of the monthly bills to be approved in their board packet. Board members may audit any specific bills by calling the Director of Finance and Operations prior to the meeting.
  5. Approve to establish 2019 mileage reimbursement at IRS rate of 58 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 Special Education 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 to resume the meeting at a later date.
- E. Determine 2019 Regular School Board Meetings and Work Session Dates  
Consideration/Discussion:  
-move meeting start times to 6:00 PM?  
-are Mondays the best day to regularly meet?
- \*2018 Regular School Board Meetings were held on the 2nd Monday of each month, 7:00 p.m. at City Hall (when available)
- \*2018 Work Session dates were held on the 4th Monday of each month, 7:00 p.m. at various school sites.

#### 4. DISCUSSION ITEMS

Presenter: 2019 Board Chair

- A. 2019 Committee/Representative Assignments  
The 2019 School Board Committee/Representative assignments are done by the board chair and will be finalized in the days following the organizational meeting.
1. Standing committees outlined in board policy:
    - Policy (8x/yr)
    - Personnel/Negotiations (TBD)
    - Finance (12x/yr)
    - Facilities (TBD)
  2. Additional committee/representation assignments include:
    - Teaching & Learning Advisory Council (4x/yr)
    - Minnesota State High School League Rep (1+/yr)

Southwest Metro Intermediate District 288 Rep (11x/year; 3rd Tuesday)  
Community Ed. Advisory Rep (5-6x/yr)  
District 110 Foundation Rep  
Technology Advisory Group Rep (2x/yr)  
Liaison to City Councils (12x/yr)  
Waconia  
Victoria  
St. Bonifacius  
New Germany  
Minnetrista  
Schools for Equity in Education Rep (5x/yr)  
Carver County Leaders Rep (4x/yr)

**5. ADJOURNMENT**