

## Organizational Meeting

Tuesday, January 3, 2023 7:00 PM

Waconia Public Schools - District Office - Conf Rm A, 512 Industrial Blvd.,  
Waconia, MN 55387

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

1.A. Ceremonial Oath of Office **Presenter:** Acting  
Chair Geller

### 2. ELECTION AND APPOINTMENT OF 2023 ISD #110 BOARD OF EDUCATION OFFICERS

2.A. Election of 2023 ISD #110 Board Chair **Presenter:** Acting  
Chair Geller

2.A.1. Acting Chair calls for nominations

2.A.2. Acting Chair calls for nominations two  
more times

2.A.3. Acting Chair closes nominations

2.B. Election of 2023 ISD #110 Board Vice **Presenter:** 2023 Chair  
Chair/Clerk

2.B.1. 2023 Chair calls for nominations

2.B.2. 2023 Chair calls for nominations two more  
times

2.B.3. 2023 Chair closes nominations

2.C. Elect 2023 ISD #110 School Board Treasurer **Presenter:** 2023 Chair

2.C.1. 2023 Chair calls for nominations

2.C.2. 2023 Chair calls for nominations two more  
times

2.C.3. 2023 Chair closes nominations

### 3. CONSENT AGENDA

3.A. Designate Outside Firms to Represent School  
District 110:

3.A.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.

3.A.2. Official Newspaper  
RECOMMENDATION: Designate the Waconia Patriot as  
official school newspaper for District 110.

3.A.3. Financial Investment and Designated  
District Depositories  
RECOMMENDATION: Old National Bank of Waconia,  
Security Bank of Waconia, MN Trust, Associated  
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.

### 3.B. Adopt Finance and Operations Resolutions:

#### 3.B.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.

#### 3.B.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.B.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 designee to lease, purchase and contract for goods and services within the general budget categories pursuant to Minnesota Statute section 123B.52

#### 3.B.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.

#### 3.B.5. Approve to establish 2023 mileage reimbursement at IRS rate of 62.5 cents per mile.

### 3.C. Appointment of District Personnel to Serve as District Representative:

#### 3.C.1. Appoint Superintendent of Schools as responsible authority for District 110

#### 3.C.2. Authorize Superintendent to sign for grants on behalf of the school board

3.C.3. Appoint Superintendent of Schools as District 110 Transportation Director

3.C.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)

3.C.5. Appoint Director of Special Education as District 110 Homeless Student Representative

#### 4. ESTABLISH 2023 MEETING DATES AND TIMES

4.A. Establish Meeting Adjournment Time  
RECOMMENDATION: establish all school board meetings adjourn by 10:30 PM, and if needed to resume the meeting at a later date.

#### 5. DISCUSSION ITEMS

5.A. 2023 Committee/Representative Assignments  
The 2023 committee/representative assignments are done by the board chair and will be finalized in the days following the organizational meeting.

5.B. Standing committees:

- Policy
- Personnel/Negotiations
- Finance & Facilities

5.C. Additional committee/representation assignments include:

- Teaching & Learning Advisory Council (4x/year)
- Minnesota State High School League Representative (1x/year)
- Southwest Metro Intermediate District 288 Representative (11x/year, 3rd Tuesday)
- Community Education Advisory Representative (5-6x/year)
- District 110 Foundation Representative
- Technology Advisory Group Representative (2x/year)
- Liaison to City Councils (12x/year): Waconia, New Germany, St. Bonifacius, Victoria, and Minnetrista
- Schools for Equity in Education -SEE (5x/year)
- Carver County Elected Leaders (4x/year)

5.D. Assign Board Mentors to Newly Elected Board Members

# Standards for School Board Leadership

## The Role of the School Board

As the entity legally charged with governing a school district, each school board is responsible to its community for governing efficiently and leading effectively to provide for equitable education, resulting in high student achievement.

*The following five standards are essential to being an effective, high-performing school board team.*

### Standard 1: Conduct and Ethics

The school board, as a whole, provides leadership to the community on behalf of the school district by conducting its business in a fair, respectful, legal, and responsible manner.

*An effective, high-performing school board strives to meet the following benchmarks:*

- A. Recognize the school board team consists of school board members and the superintendent and evaluates its performance at least annually.
- B. Take full responsibility for its activity and behavior at and away from the school board table.
- C. Encourage its members to express their individual opinions, respect others' opinions, and vote according to their convictions.
- D. Speak with one voice after reaching a decision.
- E. Spend time on board governance work rather than staff work - focuses on the ends not the means.
- F. Provide for orientation and ongoing training for all school board members.
- G. Follow established policies, including the chain-of-command, by directing people with concerns to the appropriate staff.
- H. Set an example of respectful and civil leadership.

### Standard 2: Vision

The school board, with community input, envisions the educational future of the community and then formulates the goals, defines the outcomes, and sets the course for the school district.

*An effective, high-performing school board strives to meet the following benchmarks:*

- A. Use clear, focused, attainable, and measurable goals and outcomes to support gains in student achievement.
- B. Develop a strategic plan which includes well crafted school district belief statements, mission statement, vision statement, goals, and objectives that enable the school board to evaluate school district performance.
- C. Regularly monitor the strategic plan to evaluate progress toward goal achievement and school district success.
- D. Ensure that the school district belief statements, mission statement, vision statement, goals, and objectives are reflected in school board policies, mirrored in the budget planning and implementation efforts, and is supported district-wide.
- E. Communicate the strategic plan and the progress to the community.

### Standard 3: Structure

The school board, to achieve its vision, establishes organizational and physical structures for student and staff success.

*An effective, high-performing school board strives to meet the following benchmarks:*

- A. Create organizational and physical structures based on equity in which all students and staff have the resources and supports to maximize achievement.
- B. Advocate and provide for learning through rigorous curriculum, effective technology, and a safe and secure environment.
- C. Select and employ one person – the superintendent – as the school district’s chief executive officer to lead and manage the school district.
- D. Hold the superintendent accountable for school district performance and compliance with written school board policy.
- E. Delegate the authority to the superintendent to recommend and evaluate all school district staff within the standards established through written school board policies.
- F. Accept ultimate responsibility for the care, management, fiscal oversight, and control of the school district while understanding that the day-to-day operations will be conducted by the staff.

### Standard 4: Accountability

The school board is accountable to the community for constantly monitoring the conditions affecting the school district as a whole.

*An effective, high-performing school board strives to meet the following benchmarks:*

- A. Recognize the duty to itself and the community to determine whether the authority delegated to the superintendent is being used as intended.
- B. Evaluate the superintendent’s performance at least annually.
- C. Use student achievement data and other indicators when available as the basis for assessing progress toward school district goals and compliance with school board policies and state and federal laws.
- D. Recognize the distinction between “monitoring data” (data used by the school board to address accountability) and “management data” (data used by the staff for operations).

### Standard 5: Advocacy and Communication

The school board advances its vision at the local, regional, state, and national levels.

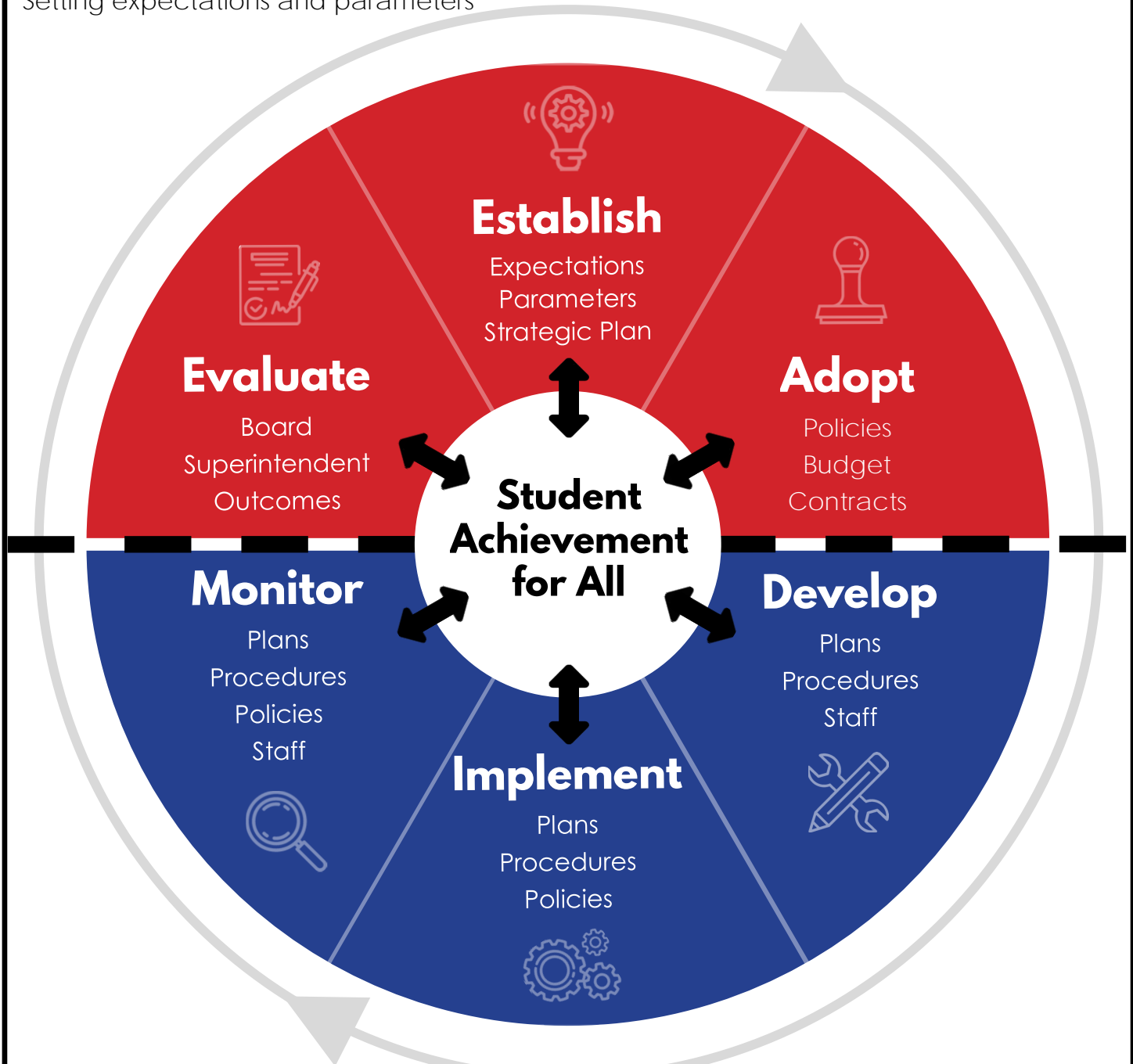
*An effective, high-performing school board strives to meet the following benchmarks:*

- A. Focus on community-wide concerns and values that best support equity and student achievement rather than being influenced by special interests.
- B. Develop communication strategies to build trust between the school board and the superintendent, staff, students, and community.
- C. Utilize a public relations strategy that supports the flow of information into and out of the school district.
- D. Engage and build relationships with both public and private stakeholders.
- E. Advocate on local, state, and national levels.

# Board Governance Model

## The School Board Governs

Setting expectations and parameters



## The Superintendent Manages

Providing leadership and supervision



## New Board Member Orientation Year At-a-Glance

The learning curve for new board members is high. New school board members must learn about their roles and responsibilities in providing effective leadership for the community in fulfilling its vision and mission for quality education for all students. In addition to the state-mandated training, MSBA recommends that the local school board chair assign each new board member a mentor. The mentor(s) and superintendent provide district-level orientation to the new school board members in order to provide a smooth transition into effective school board service. With this in mind, consider organizing the printed materials into an indexed notebook or orientation manual.

While printed materials are useful reference tools, they cannot take the place of personal interaction. School boards are encouraged to conduct learning sessions for new board members. These learning sessions should be conducted over several months so that the new board members have time to process the information and develop questions regarding their governance role.

The following suggestions are offered as guidance for mentors and superintendents who want to get new board members off to a good start. In addition, including all board members in the sessions may provide an opportunity for continued board professional development to strengthen governance practices. MSBA's website, [www.mnmsba.org](http://www.mnmsba.org), provides other resources and, as always, please contact your MSBA with any questions.

Prior to First Board Meeting	New Board Member	Mentor	Superintendent	Board Admin. Assistant
Schedule an orientation with the new board member(s), board chair, board mentor, and the superintendent	✓	✓	✓	✓
Assign/introduce the new board member(s) to their mentor(s)		✓		
Provide contact information to the board administrative assistant	✓			✓
Provide and explain electronic access and/or equipment, if needed		✓		✓
Register for MSBA training for new board members (Phase I/II)	✓			✓
Register for the MSBA Leadership Conference	✓			✓
Examine the board member resources on the MSBA website	✓	✓		
Communicate first board meeting details with new board members:				
<input type="checkbox"/> Date, time, and location of the meeting		✓	✓	
<input type="checkbox"/> Board packet delivery date, review method and expectations		✓	✓	

Prior to First Board Meeting, Cont'd	New Board Member	Mentor	Superintendent	Board Admin. Assistant
Review with new board member(s):				
<input type="checkbox"/> Board calendar (meeting dates - timelines)		✓		
<input type="checkbox"/> Procedures for taking oath of office at board organizational meeting		✓	✓	
<input type="checkbox"/> Board culture and climate		✓		
Explain the Open Meeting Law (Policy 205)		✓	✓	
Explain limits of electronic use for board communications including email, social media and texting		✓	✓	
Provide new board member(s) access to and/or copies of:				
<input type="checkbox"/> District policies		✓		✓
<input type="checkbox"/> District mission, vision and beliefs statements		✓	✓	
<input type="checkbox"/> District World's Best Workforce and strategic plan		✓	✓	
<input type="checkbox"/> Board goal statement		✓		
<input type="checkbox"/> District calendar		✓	✓	
<input type="checkbox"/> Provide board minutes from previous year				✓
Provide a hard copy and review the following policies:				
<input type="checkbox"/> Board meeting procedures and format (Policy 203.1)		✓		
<input type="checkbox"/> Agenda format - preparation and dissemination (Policy 203.5)			✓	
<input type="checkbox"/> Public participation at board meetings and chain of command (Policy 206)		✓	✓	
<input type="checkbox"/> Board policy development: adoption, review, evaluation and oversight (Policy 208)		✓	✓	
<input type="checkbox"/> Board member code of ethics (Policy 209)		✓		
<input type="checkbox"/> Review Conflict of Interest (Policy 210)		✓	✓	
<input type="checkbox"/> Use of committees/advisory groups (Policy 213)		✓	✓	
<input type="checkbox"/> Provide copies of discipline policy and/or student handbooks (Policy 506)				✓
Become familiar with district office and procedures:				
<input type="checkbox"/> Tour district office facilities and services			✓	
<input type="checkbox"/> Meet district office staff			✓	
<input type="checkbox"/> Board compensation and expense reimbursement policy, procedures and provide forms (expense voucher, etc.)				✓

Within the First Three Months - January to March	New Board Member	Mentor	Superintendent	Board Admin. Assistant
Explain the following board processes:				
<input type="checkbox"/> School board communication protocols		✓	✓	
<input type="checkbox"/> Process of communication between the board and superintendent, board and staff, among board members, board and media		✓	✓	
<input type="checkbox"/> Chain of command and procedures for responding to concerns from patrons/staff		✓	✓	
<input type="checkbox"/> Procedures for visiting schools		✓	✓	
<input type="checkbox"/> Procedures and authority for seeking advice from district legal counsel (Policy 202)		✓	✓	
<input type="checkbox"/> Expectations regarding board participation at district and community events		✓		
<input type="checkbox"/> Review process for school board self-evaluation		✓		
<input type="checkbox"/> Review strategic plan		✓	✓	
<input type="checkbox"/> Budget development, approval process, and adopted budget for the year		✓	✓	
Review documents related to superintendent's employment:				
<input type="checkbox"/> Employment contract		✓		
<input type="checkbox"/> Job description		✓	✓	
<input type="checkbox"/> Evaluation form process, criteria, and timeline		✓	✓	
Review process for development and approval of school calendar		✓	✓	
Review personnel related policies and documentation:				
<input type="checkbox"/> Provide copies of all master agreements and individual contracts			✓	
<input type="checkbox"/> PELRA			✓	
<input type="checkbox"/> Teacher Tenure 122A.40 - .41			✓	
Attend MSBA Leadership Conference	✓	✓	✓	✓
Register for MSBA Officers' Workshop and Phase III/IV	✓	✓	✓	✓

<b>Within Four to Six Months - April to June</b>	<b>New Board Member</b>	<b>Mentor</b>	<b>Superin- tendent</b>	<b>Board Admin. Assistant</b>
Provide a tour of the district campus to become familiar with locations of all buildings (maintenance and transportation facilities)		✓	✓	
Explain the status of district facilities: building maintenance projects; current and/or future construction projects			✓	
Prepare for school district graduation				
<input type="checkbox"/> Requirements (Policy 613)		✓	✓	
<input type="checkbox"/> Ceremonies and role of the school board		✓	✓	
Explain process and requirements of Meet and Confer		✓	✓	
Attend MSBA's Phase III/IV	✓	✓	✓	✓
<b>Within Seven to Nine Months - July to September</b>				
Explain key district instructional programs and assessments			✓	
Explain the district evaluation process for administrators, teachers and staff			✓	
Explain the current salary schedules and employee benefits			✓	
Plan to attend MSBA's learning opportunities				
<input type="checkbox"/> Register now for the MSBA Phase I/II training for new board members in August who haven't already attended	✓	✓	✓	✓
<input type="checkbox"/> Register for MSBA's Summer Seminar	✓	✓	✓	✓
<b>Within Ten to Twelve Months - October to December</b>				
Review the collective bargaining process, if applicable		✓	✓	
Review the process for developing and approving next year's budget		✓	✓	
Explain the procedures for program evaluation and curriculum review and revision processes			✓	
Explain programs for specialized populations ( e.g., Title I, ELL, gifted, preschool, special education) and the schedule for program review		✓	✓	
Plan to attend MSBA's learning opportunities				
<input type="checkbox"/> Register for negotiations workshops every other year	✓	✓	✓	✓
<input type="checkbox"/> Register for MSBA's Leadership Conference in January	✓	✓	✓	✓

6. **ADJOURNMENT**