

The School Board of Independent School District #2769, Morris Area Schools, will meet in School Board Reorganizational Meeting on Wednesday, January 8, 2014 at 5:00 PM in the Morris Area High School Auditorium.

1. Call to Order
Presenter: Kurt Gartland, Chair
Time: 1 minute
2. Pledge of Allegiance/Moment of Silence
Time: 2 minutes
3. Consideration of the Agenda
Time: 1 minute
4. Election of Officers

ACTION

Any board member can nominate another (no second required) to serve as Chair – more than one person can be nominated. At some point in time (typically after calling for additional nominations three times), the Chair will close nominations for office of the Chair and will then ask for a vote on each nomination –the Chair declaring that person the Chair is sufficient to determine who the Chair is if there is only one person nominated. If two or more people are nominated, then a voice vote or show of hands is necessary. Once the Chair has been elected, they can preside over the remainder of the meeting. This process should continue to be used for the two other officer positions.

Time: 3-4 minutes

4. 1. Chair
Time: 2-3 minutes
4. 2. Vice Chair
Time: 2-3 minutes
4. 3. Clerk/Treasurer
Time: 2-3 minutes

5. Annual Business

5. 1. Resolution to Combine Several of the Duties of the Office of Clerk and Treasurer of the Board in One Person in the Office of Business Affairs of the School District.

ACTION

Information regarding this action is included for review, along with the actual resolution. It is my recommendation that the School Board approve combining several of the clerk and treasurer duties and allowing Jeannie to perform these – I am recommending this largely because she does them already anyways, so this would officially make it acceptable.

Time: 1-2 minutes

5. 2. Establish Regular School Board Meeting Dates and Times

ACTION

It is required that the School board set the days and times for meetings; consequently, a draft of potential regular meeting days and times is enclosed. By policy, Regular Meetings are held the third Monday of each month. However, it has become customary to move the meeting to a later date if the third Monday is before the 17th of the month – this allows our office to process vendor bills/claims better, provide payment to vendors in a more timely fashion, and present more complete financial information to the School Board (and public). In addition, a regular meeting has been scheduled on the first day of school for the past several years - this allows the Board to consider last-minute hires, to discuss start of the year activities, and to review enrollment on the first day of school.

Time: 2-3 minutes

5. 3. Determine School Board Compensation

ACTION

The current salary for each member is \$1,200 per year. The Chair receives an additional \$400 and Negotiations Committee Members receive an additional \$400.

Time: 2-3 minutes

5. 4. Approve School Board Committee Assignments

ACTION

A list of committee assignments and representatives on other entities Board from 2013 is enclosed. It c/would be beneficial to have each Board Member take a minute or so to share what committee assignment(s) and/or representative position(s) they are interested in and why, as well as sharing the ones that they are not interested in. It c/would also be beneficial to have other Board Members share who they think would be good at a particular committee or representative position and why. Once everyone has an opportunity to do this, going down (or up) the list and asking for interested members may be a relatively easy way to put together these assignments.

Time: 8-10 minutes

6. Routine Annual Business

This section is similar to a Consent Agenda for annual business that needs action by the School Board. If any Board Member objects to, or has questions regarding, any of the Routine Business items, they are encouraged to contact me prior to the meeting. Those items that have been questioned and not clarified to their satisfaction may then be placed on the regular agenda.

6. 1. Approve the use of facsimile signatures

ACTION

Using facsimile signatures is a common practice and one that has been used in the district for many years - it saves having to sign checks each month.

Time: 1 minute

6. 2. Authorize Superintendent, or designee, to invest District funds

ACTION

Funds can, and should, be invested during periods when there is positive cash flow and there is not an immediate need to access them; however, this authority should be granted annually.

Time: 1 minute

6. 3. Authorize Superintendent, or designee, to make/file application for state and federal-funded programs

ACTION

Many state and federally funded programs require that the School Board, through official action, authorize an agent to execute and file funding applications for the school district and act as its official representative in those state- and federally-funded programs.

Time: 1 minute

6. 4. Authorize Superintendent, or designee, to make electronic transfers

ACTION

Funds are sometimes transferred to different accounts, as necessary, during the year. This authority should be granted annually.

Time: 1 minute

6. 5. Authorize Superintendent, or designee, to advertise for positions and hire individuals, pending successful background checks and School Board approval

ACTION

At times, there is a vacancy/position when the Board may not be meeting for several days/weeks. In these situations, it may be necessary to advertise and hire an individual to fill a position. However, final approval is always contingent upon a successful background check and on School Board approval.

Time: 1 minute

6. 6. Designate Bremer Bank, Dacotah Bank, Bank of the West, Minnesota School District Liquid Asset Fund (MSDLAF), the PMA Financial Network, and Hometown Community Bank (of Cyrus) as

official depositories for District funds.

ACTION

Law requires the School Board to designate banks and/or savings associations that will be used as depositories for district funds.

Time: 1-2 minutes

6. 7. Designate the Morris Sun Tribune as the official newspaper

ACTION

Law requires the School Board to select an official newspaper for the publication of all district legal notices.

Time: 1 minute

6. 8. Authorize Superintendent, in consultation with the Chair when possible, to select and contact legal counsel when necessary

ACTION

On occasion, it may be necessary to obtain legal counsel for a variety of reasons. When this is the case, I consult with the Chair and contact legal counsel, if necessary.

Time: 1 minute

6. 9. Addendum Item: Authorize the Superintendent, or designee, to access and manage financial accounts at all district depositories and to conduct financial transactions on behalf of the district.

ACTION

We are adding financial depositories to the list of district designated ones; consequently, I and/or a designee should be authorized to access and manage funds in these depositories and conduct business on behalf of the district.

Time: 2-3 minutes

7. Consent Agenda

ACTION

7. 1. Accept resignation from Rachel Varga, paraeducator
Rachel's resignation letter is included.

7. 2. Paraeducator Recognition Week - January 13-17, 2014
A proclamation from Governor Dayton is included.

8. 2013-2014 Calendar Revision

ACTION

A determination whether to make up the missed day of school from January 6, 2014 (Governor Dayton cancelled school that day) should be determined by the School Board.

Time: 3-4 minutes

9. Adjournment

ACTION

Time: 1 minute