

**ROCORI SCHOOL DISTRICT 750**  
**Executive School Board Meeting**  
**Monday, January 6, 2020 @ 6:30 PM**  
**Location: ROCORI BOARD ROOM (DISTRICT OFFICE SITE)**

**AGENDA**

**1. CALL TO ORDER**

Bohnsack, Habben, Hesse, Humbert, Schurman, and Wesenberg.

Student Representatives: Emily Haus, Alexa Hennen Grace Sauer, AnnaMaria Tomovic

Presenter: Habben, Board Chair

Time: 6:30 PM

**2. PLEDGE OF ALLEGIANCE**

The School Board Chair will lead the board and attendees in the Pledge of Allegiance.

Presenter: Habben, Board Chair

Time: 6:32 PM

**3. APPROVAL OF AGENDA**

Board action to approve the agenda for the meeting is expected.

Presenter: Habben, Board Chair

Time: 6:34 PM

**4. BOARD ORGANIZATIONAL ITEMS**

As the first meeting of the calendar year, there are a number of annual organizational items for consideration. The organizational agenda includes the items required for calendar year organizational issues.

Time: 6:35 PM

**A. ORGANIZATIONAL STRUCTURE ITEMS**

The following organizational issues require action at the meeting but may also include discussion among the board members.

**1. Election of Board Officers**

Four official offices for the ROCORI School Board need to be filled. The offices include Board Chair, Vice-Chair, Treasurer, and Clerk.

As the chair is chosen, the chair will assume responsibility for the conduct of the remainder of the elections and meeting.

Recommend action to fill the board officer positions.

**2. Committee Assignments**

The board has a number of standing committees and representative assignments. The Board Chair has the authority to assign these positions but it is desired that the assignments be appropriate to the experience, interests, and skills of the members of the board. Discussion of assignments to all of the committees will be open during the meeting.

Recommend approval of committee assignments as discussed at the meeting and as directed by the Chair.

### 3. Board Meeting Format

It is the custom of the board to have discussion about the format of meetings during the organizational session. Issues regarding items on the agenda, format of the meetings, and/or distribution of agenda information are appropriate topics for discussion at this time. The question is whether the formats chosen have been effective for the board members or if there are changes that the members of the board would like to see incorporated for the 2020 calendar year.

Discussion about the board meeting format would be appropriate at this time.

### 4. Board Inservice Needs

At the organizational meeting, it has been customary to discuss needs the board members might have for inservice, training, or work session experience. The Minnesota School Board Association (MSBA) offers a variety of training services the board could access. The format of inservice opportunities can take various dimensions. Discussion regarding the needs of the board members would be appropriate.

### 5. Board Members Per Diem Rate For Fiscal Year 2021

In the past, the district has established compensation for school board members at the organizational meeting at the start of the fiscal year. The current rates were set in October of 2018 at \$300 per month for the chair, \$275 for the Treasurer, \$1,400 per board negotiator, and \$250 for all other board members. It has been recommended a 2% increase be added to the per diem rate for all board members. The new rates would be in effect July 1, 2020 and would be set to \$305 per month for chair, \$280 for Treasurer, \$1,400 per board negotiator, and \$255 for all other members. These figures have been used in the development of the FY21 preliminary budget.

Recommendation: Adopt Board Member compensation rates as outlined.

### 6. School Board Meeting Schedule

The calendar of School Board meeting dates for the calendar year must be adopted as part of the organizational process. The proposed calendar of dates was shared at the last June meeting. Action must be taken to implement a calendar for the fiscal year.

This calendar is most consistent with District Policy 2-2 regarding School Board Meetings.

Recommendation: Based on consideration of the language of Policy 2-2, adoption of the school board meeting calendar. with two meetings per month is supported.

## B. ORGANIZATIONAL CONSENT ITEMS

There are several items of organization that are defined in district policy and simply need confirmation through the consent agenda.

#### 1. Board Spokesperson

Existing board policy #2-5 indicates that the School Board Chair will be the official spokesperson for public information. The potential for a change in leadership at this meeting necessitates confirmation of the role of the Chair as spokesperson for the School Board.

Recommend confirmation of the Board Chair as the official spokesperson of the board.

#### 2. Authorization of Signature Plates

With the reorganization of the School Board, signature plates for checks and official district business must be authorized.

Recommend authorization of signature plates to reflect the positions elected earlier in the meeting.

3. Expenditure Authorization

As a practice, the ROCORI School Board has expected the Superintendent and Director of Business Services to conduct district business within the parameters of the budget that has been approved and authorized. It would be appropriate, however, for the school board to formalize the practice with specific action to authorize the Superintendent and Director of Business Services to make expenditures within the budget parameters.

Recommendation: Motion to authorize the Superintendent and Director of Business Services to make expenditures for the ROCORI School District within the budget parameters.

4. Student Representative To The School Board

For a considerable time and per policy #2-4, the district has recognized senior high students as representatives to the school board. The Student Senate would like to continue to place student representatives to the school board. Previous approach to this relationship has been that the Student Senate could place up to four students as representatives to the board with the expectation that the younger representatives would continue in their "term" throughout their high school experience.

Recommendation: Motion that the School Board authorizes up to four student senate representatives to serve as student board members.

5. Official Publication

The Cold Spring Record has been the official publication for the school district. The Record meets the requirements of school districts in regard to public reporting processes.

Recommendation: Motion to name the Cold Spring Record as the official publication for district records.

6. Authority To Make Electronic Transfers

The School Board has traditionally delegated the authority to make electronic transfers to officials within the district office. In the past, the School Board has authorized the Superintendent, Director of Business Services, and the Executive Assistant to the Superintendent to make electronic transfers for the district.

Recommendation: Motion to authorize the Superintendent, Director of Business Services, and Executive Assistant to make electronic transfers for calendar year 2020.

7. Official Depositories For Calendar Year 2020

The Granite Community Bank of Cold Spring, PMA/MN Trust, and the Minnesota School District Liquid Asset Fund have served as the official depositories for the district and it is recommended to continue with these agencies for calendar year 2020.

Recommendation: Motion to designate Granite Community Bank, PMA/MN Trust, and Minnesota School District Liquid Asset Fund as official depositories for the ROCORI School District.

8. Legal Counsel For Calendar Year 2020.

The ROCORI School District has, historically, used a variety of legal firms as legal counsel. The nature of the particular issue requiring attention has dictated the legal firm consulted for advice and direction. The school district has used the legal firms of Ratwik, Rozak and Maloney, P.A., and Kennedy and Graven Law Firm as legal counsel for educational issues and concerns. The firm of Knutson, Flynn & Deans has been secured as legal counsel for election issues. Willenbring, Dahl, Wocken and Zimmermann has been used for issues that are more local or property legal issues. Because of the relationships with these firms and the particular attorneys within these firms, it is

recommended that these firms be named as legal counsel for calendar year 2020.

Recommendation: Motion to designate Ratwik, Rozak and Maloney, P.A.; Kenndey and Graven Law Firm, Knutson, Flynn and Deans; and Willenbring, Dahl, Wocken, and Zimmerman as legal counsel for the ROCORI School District.

9. IRS Standard Mileage Rates for 2020 are 57.5 cents per mile

Recommendation: Approve the Standard mileage rates for 2020

10. Columbus And Veterans Day Resolution

The school district has typically conducted school and business operations on Columbus Day and Veterans Day. Columbus Day, October 12, falls on the second Monday of October and Veterans Day, November 11, falls on the second Wednesday this year. The school calendar includes regular operations on that date. The resolution included in the exhibits has authorized the conduct of business on these dates and is recommended for adoption.

Recommendation: Authorize school business to be conducted on Columbus Day and Veterans Day by approval of the resolution.

**5. COMMENTS AND REQUESTS FROM VISITORS**

The agenda is open to visitors of the meeting to offer comments to and/or requests of the school board. The comments and requests should follow the adopted district guidelines which are printed and available at the meeting. As a general rule, items introduced in the opportunity for comments and requests do not receive action from the School Board, but are taken under advisement or consideration for future action.

Time: 6:50 PM

**6. CONSENT ITEMS**

Action is requested on the following items of the consent agenda. Consent agenda items are typically adopted without discussion of the individual items because they are routine or ordinary in action. Any consent agenda item may be removed for further discussion and deliberation by any member of the board.

Presenter: Board Chair

Time: 6:55 PM

**A. APPROVAL OF MINUTES**

The minutes from the Regular meeting of December 16, 2019 are included in the exhibits.

Recommend approval of the minutes from the meetings.

**B. EMPLOYMENT**

Recommend approval of the offers of employment.

1. Technology Department-Technology Assistant: Theresa Dingmann
2. Buildings and Grounds Department-District Education Facility Cleaner: Adam Klaphake
3. District Education Facility-Child Care Position: Taylor Lenz

**C. RETIREMENT-RESIGNATION**

1. Resignation-John Clark Elementary-Lunchroom/recess Supervisor: Dianne Bechtold

**7. ACTION ITEMS**

Action items receive individual attention because of the nature of the issues, the need to discuss or review the information prior to taking action, or the specific kind of action required for the item.

Time: 6:57 PM

**A. CONTRACT WITH BOARD MEMBER**

Because the school district conducts business with the Cold Spring Bakery it is necessary to adopt a

formal resolution to contract with board members. The resolution is included in the exhibits. The resolution reflects the school district's relationship with the Cold Spring Bakery.

Recommend adoption of the resolution.

**B. LONG TERM FACILITIES MAINTENANCE UPDATE: 2020 ROOFING PROJECT BIDS**

Recommendation: Award the combination bid for McDowall Company to complete the 2020 roofing project.

Presenter: Brent Neisinger

**8. ADMINISTRATIVE AND BOARD REPORTS**

Time: 7:00 PM

**A. BOARD COMMITTEE AND REPRESENTATIVE REPORTS**

Board members will report on activities within their portfolio of committee and representative assignments.

**B. SUPERINTENDENT REPORT**

The Superintendent is expected to have a report for the board regarding district activities and information.

**C. SUPERINTENDENT EVALUATION PROCESS UPDATE**

Presenter: Kara Habben

**9. UPCOMING EVENTS AND ACTIVITIES**

A calendar of upcoming issues of concern to the school board is included as part of the agenda.

Time: 7:03PM

**10. ADJOURN**

Time: 7:04 PM

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*Caring Learning Giving*