

**SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 622
North St. Paul-Maplewood-Oakdale**

**Special Meeting
January 10, 2017
4:30 PM**

District Education Center, 2520 East 12th Avenue, North St. Paul

A G E N D A

- I. Call to Order
- II. Oath of Office 3

After some opening remarks are made, the directors re-elected in November (Theresa, Steve, Nancy, and Becky) will step forward when indicated and take the oath of office.
- III. Election of Officers 7

As per board policy, the officers of our school board shall be a Chairperson, Vice-Chairperson, Clerk and Treasurer. A handout is included in your packet with scripts for the election of officers. The current chair will conduct the election of chairperson of 2017. After the chair has been elected, he/she will preside over the rest of the meeting. There can be no "secret" balloting at public meetings so if more than one individual is nominated for an office we must show the public who voted for whom and record the voting as such in the minutes. If more than one person is nominated for a position, Kim will do a roll call vote and ask each of you your preference for that particular position.
- IV. Organizational Resolutions 10

As per board policy G-021 we will be asking you to take action on our annual organizational resolutions. These indicate the official, prescribed designations for the District in areas such as organizational membership; board committee assignments, board compensation; board meeting dates, times and locations; banks; law firms; auditor; etc.
- V. Adjourn

After the meeting we will move to Room 202 where the chair will convene the study session.

A CEREMONIAL FRAMEWORK FOR ADMINISTERING THE
OATH OF OFFICE TO SCHOOL BOARD MEMBERS

Please ask the new board member(s) to rise.

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together and with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every

student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, will you please publicly affirm your commitment by repeating the oath of office after me:

I AFFIRM THAT I WILL SUPPORT THE CONSTITUTION OF THE UNITED STATES, AND OF THIS STATE, AND THAT I WILL DISCHARGE FAITHFULLY, THE DUTIES OF THE OFFICE OF SCHOOL BOARD MEMBER, OF INDEPENDENT SCHOOL DISTRICT No. 622, TO THE BEST OF MY JUDGMENT AND ABILITY.

SCHOOL BOARD MEMBER OATH OF OFFICE

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In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community’s educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

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Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 622 to the best of my judgment and ability.

Board Chair

Date

Member

Date

Election of Officers

Minnesota Statute 13D.01, Subd. 4 says that the election of officers must be by open vote and not by any form of secret ballot. MSBA further states that each board should establish procedures in advance of the meeting so that everyone will know what to expect from the outset. Once developed, the board needs to follow the procedure that it has adopted, but the procedures can be changed if the majority of the board members agree. *Robert's Rules of Order Newly Revised* calls for a two-thirds majority vote to adopt the motion.

Acting Chair (Amy) requests nominations for Chair.
Are there any other nominations for Chair?
Are there any other nominations for Chair?

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

If only one board member is nominated, board rules may allow the acting chair to declare that candidate elected. The acting chair could say to the rest of the board: "Jane Doe is the only candidate nominated for the office of chair; and I hereby declare her elected."

If more than one person is nominated, Kim will do a roll call vote asking each Board Member whom they wish to vote for.

For example, the board would follow the procedure provided below:

Acting Chair: "Nominations are now in order for the office of chair."

Board Member Smith: "I nominate Jane Doe."

Acting Chair: "Jane Doe is nominated. Are there any other nominations for the office of chair?"

Acting Chair: "Are there any further nominations for the office of chair?"

Acting Chair: "Are there any further nominations for the office of chair?"

Acting Chair: "If there are no further nominations...(pause)...nominations for the office of chair are closed. Jane Doe is the only candidate nominated for the office of Chair; and I hereby declare her elected."

If two or more members are nominated for an office, the roll call vote would follow the procedure provided below:

Acting Chair: “Kim will now call the roll for voting on the office of chair.”

Kim: “Board Member Smith.”

Board Member Smith: “I vote for Jane Doe.”

Kim: “Board Member Jones.”

Board Member Jones: “I vote for Jim Anderson”

And so on until all board members have been polled.

Acting Chair: “Kim will now tally the votes.”

Kim: “Jane Doe received four votes. Jim Anderson received three votes.”

Acting Chair: “Jane Doe received a majority of the votes cast and is elected chair.”

The New Chair requests nominations for Vice Chair.

Are there any other nominations for Vice Chair?

Are there any other nominations for Vice Chair?

The New Chair requests nominations for Clerk.

Are there any other nominations for Clerk?

Are there any other nominations for Clerk?

The New Chair requests nominations for Treasurer.

Are there any other nominations for Treasurer?

Are there any other nominations for Treasurer?

NOTE: The number of votes required to be elected is a majority...with a seven member board that is four votes. If four candidates are nominated, we could have a vote of 2-2-2-1 and because four votes constitute a majority, no candidate would have enough votes to be elected. MSBA recommends that no more than three votes occur in one meeting. If no candidate gets a majority of the votes, the current chair remains chair until a new one is elected. If this situation occurs, the top two vote getters in the first three votes taken at the January 10 meeting would emerge as the two candidates for the election process at the next board meeting (which would be January 24).

Board Officer History

	Chair	Vice-Chair	Clerk	Treasurer	Director	Director	Director
2016	Amy Coborn	Steve Hunt	Becky Neve	Michelle Yener	Caleb Anderson	Theresa Augé	Nancy Livingston
2015	Theresa Augé	Steve Hunt	Nancy Livingston	Michelle Yener	Becky Neve	Amy Coborn	Caleb Anderson
2014	Amy Coborn	Theresa Augé	Steve Hunt	Nancy Livingston	Mark Wheeler	Michelle Yener	Becky Neve
2013	Amy Coborn	Nancy Livingston	Mark Wheeler	Michelle Yener	Steve Hunt	Theresa Augé	Becky Neve
2012	Mark Wheeler	Theresa Augé	Pam Cunningham	Amy Coborn	Steve Hunt	Nancy Livingston	Michelle Yener
2011	Mark Wheeler	Theresa Augé	Pam Cunningham	Amy Coborn	Steve Hunt	Nancy Livingston	Michelle Yener
2010	Nancy Livingston	Mark Wheeler	Theresa Augé	Scott Duddeck	Steve Hunt	Cathy Miller	Pam Cunningham
2009	Nancy Livingston	Mark Wheeler	Theresa Augé	Scott Duddeck	Steve Hunt	Cathy Miller	Pam Cunningham
2008	Nancy Livingston	Marc Cove	Mark Wheeler	Scott Duddeck	Theresa Augé	Cathy Miller	Pam Cunningham
2007	Cathy Miller	Nancy Livingston	Mark Wheeler	Marc Cove	Theresa Augé	Scott Duddeck	Pam Cunningham
2006	Cathy Miller	Nancy Livingston	Mark Wheeler	Marc Cove	Theresa Augé	Scott Duddeck	Pam Cunningham
2005	Cathy Miller	Nancy Livingston	Mark Wheeler	Marc Cove	Theresa Augé	Scott Duddeck	Pam Cunningham
2004	Cathy Miller	Nancy Livingston	Mark Wheeler	Scott Duddeck	Theresa Augé	Marc Cove	Pam Cunningham
2003	Dick Baldwin	Cathy Miller	Jerry Hanson	Nancy Livingston	Scott Duddeck	Sheryl Theno	Mark Wheeler

Committees required by either state statute or committee bylaws

Name:

Board Member	Committee Name	Committee Charge	Meeting Schedule/Term of Office	Preference Ranking**	Intensity Ranking***
<ul style="list-style-type: none"> • Augé is in her first year of a 3 year term - her term expires July 31, 2019 	Advisory	Citizen representatives from each building and District-wide community collaborate with selected CCC members to provide forum for parent and citizen input into curriculum development, instruction and implementation.	10 meetings / year / 6:00-8:00 p.m. / usually 1 st Tuesday <hr/> 3 year term (August - July)	N/A Theresa	1 2 3 4 5
<ul style="list-style-type: none"> • Livingston is in her first year of a 4 year term - her term expires Dec. 31, 2019 	NMI 916 Board	A joint board consisting of one board member from each of the ten member districts.	1st Tuesday, 6:00 p.m. (except August which is the 1 st Wednesday) <hr/> 4 year term	N/A Nancy	1 2 3 4 5
<ul style="list-style-type: none"> • Neve is in her third year of a 1 year term • Augé is in her first year of a 1 year term 	Tartan Ice Arena Joint Powers Board	A joint powers board consisting of two representatives from District 622, in addition to the City of Maplewood, and City of Oakdale.	Quarterly <hr/> 1 year term	2 positions available Jan. - Dec. 2017 Theresa, Becky	1 2 3 4 5
<ul style="list-style-type: none"> • Hunt is in his third year of a 3 year term - his term expires June 30, 2017 	Metro ECSU	Membership to service cooperative which provides service and training to District 622 employees.	2 meetings per year <hr/> Members may serve 2 consecutive 3 - year terms with an option to continue pending review	1 position available July 1, 2017 - June 30, 2020 Caleb	1 2 3 4 5
<ul style="list-style-type: none"> • Coborn is in her first year of a 2 year term - her term expires May 31, 2018 	Educational Equity Alliance Collaborative	Provide advice or consultation on conflict and creative solutions as needed with the programs and operations of the EEA.	2 times a year (mid-year & end-of-year) jointly with Mahtomedi <hr/> 2 year term	N/A Amy	1 2 3 4 5

Board Member	Committee Name	Committee Charge	Meeting Schedule/Term of Office	Preference Ranking**	Intensity Ranking***
<ul style="list-style-type: none"> • Neve is in her fourth year of a 1 year term 	Student Board Representative Mentor(s)*	Teach and guide student board representatives.	monthly meetings with phone calls/emails as needed <hr/> 1 year term	1 position available Jan - Dec. 2017 Michelle	1 2 3 4 5
<ul style="list-style-type: none"> • N/A 	New Board Member Mentor(s)*	Teach and guide new board members	As needed <hr/> 1 year term	N/A	1 2 3 4 5

*Committee assignment at School Board's discretion or through MSBA election process

**Preference Ranking key:

Indicate your interest by marking a 1 - 4 selection, with 1 as your first choice, and 4 as your last choice

***Intensity Ranking key:

1: please don't make me do this

2: not interested

3: neutral

4: interested

5: can't live without it

Note: Additional roles assigned to Board Chairs that are not Board approved liaisons: RCLLG; AMSD (any board member is welcome to attend the monthly AMSD meetings)

Additional notes:

*Michelle is not interested in doing everything she said she was willing to do, but she would be willing to do some of them.

*Steve does not have a preference.

*Caleb does not have a preference.

Board Committee Assignments

2017	Theresa Augé	Becky Neve	Amy Coborn	Steve Hunt	Nancy Livingston	Michelle Yener	Caleb Anderson
	Jan. – Dec. 2017 Advisory (CACC) Jan. – Dec. 2017 Tartan Joint Powers	Jan. – Dec. 2017 Tartan Joint Powers	Jan. – Dec. 2017 Educational Equity Alliance Cooperative	Jan. – June 2017 Metro ECSU	Jan. – Dec. 2017 916	Jan. – Dec. 2017 Student Board Representative Mentor	July – Dec. 2017 Metro ECSU
2016	Theresa Augé	Becky Neve	Amy Coborn	Steve Hunt	Nancy Livingston	Michelle Yener	Caleb Anderson
	Dec. 2015 – Dec. 2016 CACC Jan. – Dec. 2016 Tartan Joint Powers	Jan. – Dec. 2016 Student Board Representative Mentor Jan. – Dec. 2016 Tartan Joint Powers	Jun. – Dec. 2016 Educational Equity Alliance Collaborative	Jan – Dec. 2016 Metro ECSU	Jan. – May 2016 Educational Equity Alliance Collaborative Jan – Dec. 2016 916		

Board Committee Assignments

2015	Theresa Augé	Becky Neve	Amy Coborn	Steve Hunt	Nancy Livingston	Michelle Yener	Caleb Anderson
	Jan – Dec. 2015 916 Nov. 2014 – Dec. 2015 MSBA Delegate Representative	Jan. – Dec. 2015 Student Board Representative Mentor Jan. – Dec. 2015 Tartan Joint Powers		Jan – Dec. 2015 Metro ECSU Jan. – Dec. 2015 Tartan Joint Powers Nov. 2014 - Dec. 2015 MSBA Delegate Representative	Jan – Dec. 2015 Educational Equity Alliance Collaborative Jan – Dec. 2015 916 Alternate Jan – Dec. 2015 New Board Member Mentor	Jan – Dec. 2015 CACC Nov. 2014 – Dec. 2015 MSBA Delegate Representative	
2014	Theresa Augé	Becky Neve	Amy Coborn	Steve Hunt	Nancy Livingston	Michelle Yener	Mark Wheeler
	Jan. – Dec. 2014 916 Nov. 2013 – Dec. 2014 MSBA Delegate Representative	Jan. – Dec. 2014 Student Board Representative Mentor Jan. – Dec. 2014 Tartan Joint Powers	Jan. – Dec. 2014 Tartan Joint Powers	Nov. 2013 – Dec. 2014 MSBA Delegate Representative July – Dec. 2014 Metro ECSU	June – Dec. 2014 Educational Equity Alliance Collaborative	Nov. 2013 – Dec. 2014 MSBA Delegate Representative Jan. – Dec. 2014 CACC Jan. – May 2014 Educational Equity Alliance Collaborative	Jan. – June 2014 Metro ECSU

Board Committee Assignments

2013	Theresa Augé	Becky Neve	Amy Coborn	Steve Hunt	Nancy Livingston	Michelle Yener	Mark Wheeler
	Jan. – Dec. 2013 916	June – Dec. 2013 Student Board Representative Mentor	Jan. – Dec. 2013 Tartan Joint Powers Jan. – June 2013 Student Board Representative Mentor Jan. – July 2013 CACC		Jan. – Dec. 2013 New Board Member Mentor	Jan. – Dec. 2013 Educational Equity Alliance Collaborative Jan. – Dec. 2013 Tartan Joint Powers Aug. – Dec. 2013 CACC	Jan. – Dec. 2013 Metro ECSU Jan. – June 2013 MSHSL
	Theresa Augé	Pam Cunningham	Amy Coborn	Steve Hunt	Nancy Livingston	Michelle Yener	Mark Wheeler
2012	Nov. 2011 – Dec. 2012 MSBA Delegate Representative Jan. – Dec. 2012 916	Nov. 2011 – Dec. 2012 MSBA Delegate Representative 2012 Student Board Representative Mentor Aug. 2011 – July 2012 Tartan Joint Powers	Aug. 2011 – July 2012 Tartan Joint Powers Jan. – Dec. 2012 CACC			Nov. 2011 – Dec. 2012 MSBA Delegate Representative July 2011 – June 2012 Metro ECSU Jan. 2012 – June 2013 Equity Alliance Cooperative	July 2012 – June 2013 Metro ECSU Aug. 2011 – July 2013 MSHSL

Board Committee Assignments

	Theresa Augé	Pam Cunningham	Amy Coborn	Steve Hunt	Nancy Livingston	Michelle Yener	Mark Wheeler
2011	July -Dec. 2011 Equity Alliance Cooperative 2011 New Board Member Mentor Nov. 2011- Dec. 2012 MSBA Delegate Representative	2011 Student Board Representative Mentor Aug. 2010 – July 2011 Tartan Joint Powers 2011 New Board Member Mentor Nov. 2011- Dec. 2012 MSBA Delegate Representative	Jan. – Dec. 2011 CACC Jan. – July 2011 Tartan Joint Powers		Jan. – Dec. 2011 916	July 2011 – June 2012 Metro ECSU Nov. 2011- Dec. 2012 MSBA Delegate Representative	Aug. 2010 – July 2011 MSHSL
	Theresa Augé	Pam Cunningham	Scott Duddeck	Steve Hunt	Nancy Livingston	Cathy Miller	Mark Wheeler
2010	July 2009-June 2011 Equity Alliance Cooperative	Aug. 2009 – July 2010 Tartan Joint Powers Aug. 2009 – July 2010 MSHSL July 2010 – June 2011	Aug. 2009 – July 2010 Tartan Joint Powers	2010 Delegate Representative	Jan. – Dec. 2010 916	2010 Student Board Representative Mentor	

Board Committee Assignments

		Metro ECSU 2010 Delegate Representative					
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IV. ORGANIZATIONAL RESOLUTIONS

The following resolutions are being recommended for adoption as routine organizational resolutions for 2017. Should discussion on a specific resolution be requested, a number has been assigned to each resolution.

BE IT RESOLVED by the School Board of Independent School District No. 622 that the following organizational resolutions, numbered 1-19, be accepted as presented:

1. THAT the School Board approve memberships, related dues, and authorize signature of membership documents by the appropriate individual(s) in the following organizations:
Minnesota School Boards Association (MSBA)
Association of Metropolitan School Districts (AMSD)
Minnesota State High School League (MSHSL)
Metropolitan Service Coop (formerly ECSU)
Ramsey County League of Local Governments (RCLLG)
2. THAT the School Board appoint the following individual Board Members to serve as Board Representatives or Liaison members as indicated:
January - December 2017 Appointment:
NMI 916 Board (Livingston)
Tartan Ice Arena Joint Powers Board (Neve, Augé)
Advisory (formerly CACC) (Augé)
Educational Equity Alliance Collaborative (Coborn)
January - June 2017 Appointment:
Metro ECSU (Hunt)
July - December 2017 Appointment:
Metro ECSU (Anderson)
3. THAT the School Board approves monthly compensation for School Board members at the rate of \$475 per month; \$500 per year additional for Board Chair; and \$600 per year expense allowance for each Board member.
4. THAT pursuant to Board Policy G-033 the School Board business meeting dates, will be as follows:
January 24, February 28, March 28, April 25, May 23, June 27
AND THAT THE School Board Work Study Session meeting dates will be as follows:
January 10, February 7, April 11
AND THAT THE School Board Reflection Study Session meeting dates will be as follows:
March 28, June 27
THE regular meeting place for School Board business meetings shall be the Board Room in the District Education Center at 6:00 p.m., unless otherwise specified.
THE regular meeting place and time for School Board Study Sessions will be posted.
5. a. Premier Bank and Associated Bank are designated as the official depositories of School District funds, subject to its furnishing collateral security and otherwise complying with the provisions of Minnesota statute.
b. The School Board treasurer or chief financial officer are authorized to

accept and release collateral as required.

- c. The officers of the School Board, the Superintendent, and the chief financial officer and designee(s), whichever are necessary, are authorized to sign checks, signature cards, and other forms and documents required from time to time by the depository.
 - d. The depository is authorized to accept facsimiles of the signatures of the officers of the School Board upon checks drawn on school district funds in accordance with Minnesota statute.
 - e. This resolution shall be valid until superseded.
6. THAT imprest funds be authorized in the amount of \$51,505, that the Superintendent or designee be appointed as custodian of such funds, and that their only uses be for the payment of proper claims against the District, excluding salaries and personal expenses, which it is impractical to pay in any other manner, and for travel expense advances, all as permitted by Minnesota statute.
 7. THAT the Ramsey County Maplewood Review, and the Oakdale-Lake Elmo Review newspapers are designated as the official newspaper of the School District, in accordance with Minnesota statute.
 8. THAT the following legal firms be designated and recognized as the School District's attorneys for legal affairs and consultations, with any exceptions to be approved by the School Board:
Karen Kepple Law Office
Knutson, Flynn, and Deans
Ratwik, Roszak, and Maloney
Kennedy-Graven
Dorsey & Whitney, LLP
Rupp, Anderson, Squires & Waldspurger
Booth Law Group
Fredrikson & Byron, P.A.
 9. THAT the Superintendent or designee be authorized to issue checks between Board meetings in advance of Board approval under the following conditions and to include such payments in the next list of bills submitted to the Board for approval:
 - a. Payments of claims which cannot be deferred until the next Board meeting without loss to the District of a discount privilege or because of contract terms, purchase order terms, or a vendor's standard terms which are part of contract, in accordance with Minnesota statute.
 - b. Payments of claims within the standard payment period as defined in Minnesota statute.
 10. THAT, as permitted by Minnesota statute, the Superintendent or designee be authorized to lease, purchase, and contract for goods and services, within the budget as approved by the Board, provided that any transaction in an amount exceeding the minimum amount for which bids are required (\$100,000 per Minnesota Statute 471.345), must first be specifically authorized by the Board and must fulfill all other applicable legal requirements for School District contracts.
 11. THAT the Director of Business Services be allowed to open brokerage accounts with U.S. Bank, Minnesota Trust, and PMA Securities.
 12. THAT Springsted, Incorporated and Ehlers be approved as the District Financial Advisors for the fiscal year 2016-2017.
 13. THAT MMKR be approved as the District Auditor.

14. THAT the Superintendent or designee be authorized to enter into agreements to make electronic funds transfers (wire transfers) as permitted by Minnesota statute and submit a list of such transfers at the next regular School Board meeting after the transfers take place.
15. THAT the Superintendent or Director of Business Services are authorized to approve change orders to building program contracts, as requested by the construction manager and architect, within the budget, in the amount of \$100,000 or less per change order.
16. THAT application for financial assistance as provided under ESEA as amended, be authorized, and that the Superintendent of Schools or designee appoint a Local Agency Representative who would be directed to execute and file application(s) for and on behalf of the School District and otherwise act as authorized representative of the School District in all activities related to ESEA. Further, that the Superintendent of Schools appoints the ESEA contact person.
17. THAT the Superintendent of Schools or designee be authorized, on behalf of the Board, to prepare and apply for grants to the School District from local, state, federal, or private resources.
18. THAT authority be granted to the Superintendent of Schools or designee for the 2016-17 school year to execute non-resident student attendance agreements, as required by Minnesota statute, on behalf of the School Board.
19. THAT the following public notice shall be mailed to students' homes and distributed to staff through the District's annual information & student responsibility handbook publication and posted on the district's website at <http://www.isd622.org/Domain/7>

NOTICE IS HEREBY GIVEN -

That Independent School District 622, pursuant to the U.S. General Education Provisions act and Minnesota Government Data Practices Act, declares the following as "directory information" as provided in said Act and, that information relating to students may be made public if said information is in any of the following categories:

- Name of Student
- Name, Address and Telephone Number of Student's Parent(s)
- Participation in official recognized activities and sports
- Weight and height of members of athletic teams
- Grade levels completed
- Degrees and awards received
- The most recent previous educational agency or institution attended by the student.
- Photos, such as those taken for yearbooks or other school and District publications, are directory information for those specific purposes only.

Directory information does not include identifying data that references religions, race, color, gender, social position, or nationality.

A parent, or student who is 18, who wishes to make directory information private must notify their principal in writing each year the child attends district schools. The notification remains in effect until the beginning of the next school year.

Additionally, a parent, or student who is 18, who wishes to refuse the release of directory information to military recruiting officers and post-secondary institutions must notify their principal in writing by October 15th each year.