

Princeton Public Schools - ISD 477

Tuesday, January 5, 2016 at 6:30 PM

Organizational Board Meeting

District Office Board Room

**OUR VISION**

**NO BOUNDARIES TO LEARNING**

**OUR MISSION**

**TO DEVELOP THE POTENTIAL IN EACH PERSON THROUGH ACADEMIC & EXTRA-CURRICULAR PROGRAMS**

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**1. ACT ON AGENDA**

**2. ELECT A SCHOOL BOARD CHAIR FOR 2016**

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*The current chair will call for nominations for chair. Upon completion of election, the new chairperson will preside.*

**3. ELECT A VICE-CHAIR, CLERK, ACTING CLERK AND A TREASURER FOR 2016**

*In the past you have chosen to have four additional officers beside the chairperson. If you wish to continue that practice, you need to elect a vice chairperson, clerk, acting clerk, and treasurer for 2016.*

**4. CONSIDER BOARD COMPENSATION EFFECTIVE FOR JANUARY 2016**

*Current policy #299 "School Board Member Compensation and Expenses" is enclosed for your review.*

**5. CONSIDER RESOLUTION DESIGNATING OFFICIAL DEPOSITORY FOR SCHOOL DISTRICT FUNDS AND INVESTMENTS FOR 2016.**

*The following resolution is recommended:*

*Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to designate Bremer Bank; Peoples Bank of Commerce; Wells Fargo Bank; Minnesota School District Liquid Asset Fund; Citigroup; PMA Securities/MnTrust; Sherburne State Bank; The PFM Group; Edward Jones and Spire Financial as official depositories.*

**6. DESIGNATE THE OFFICIAL SCHOOL DISTRICT PUBLICATION FOR 2016**

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*Minnesota Statute requires that we designate an official school district publication. The criteria for such designation is met by the Princeton Union-Eagle in our area. Therefore, the District Administration recommends The Princeton Union-Eagle Newspaper for the official school district newspaper for any District publication items.*

**7. DESIGNATE BOND COUNSEL FOR 2016**

*The school district has used Knutson, Flynn & Deans. The District Administration recommends their firm for our bond counsel in 2016, if needed.*

**8. DESIGNATE ATTORNEY FOR 2016**

*The school district has used Rupp, Anderson, Squires, & Waldspurger, and the District Administration recommends the firm for 2016.*

**9. CONSIDER A RESOLUTION AUTHORIZING THE DIRECTOR OF BUSINESS SERVICES and/or DESIGNEE TO MAKE SHORT-TERM INVESTMENTS OF SCHOOL DISTRICT FUNDS**

The following resolution is recommended:

*Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Director of Business Services and/or Designee to make short-term investments, deposits, transfers, and withdrawals from savings via wire transfers to other financial institutions, to make electronic fund transfers, and to sign stop-payments in accordance with existing Minnesota Statutes 123B.14, subdivision 1.*

**10. CONSIDER RESOLUTION AUTHORIZING THE SUPERINTENDENT AND DIRECTOR OF BUSINESS SERVICES TO LEASE, PURCHASE, AND CONTRACT FOR GOODS AND SERVICES**

The following resolution is recommended:

*Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Superintendent and Director of Business Services to lease, purchase, and contract for goods and services within the general budget categories pursuant to Minnesota Statute 123B.52, subdivision 2.*

**11. CONSIDER RESOLUTION AUTHORIZING DIRECTOR OF BUSINESS SERVICES TO USE FACSIMILE SIGNATURES**

The following resolution is recommended:

*Motion by \_\_\_\_\_, seconded by \_\_\_\_\_, to authorize the Director of Business Services to use facsimile signatures for all school district checks and orders [and to authorize the Director of Business Services to use the 2015 facsimile signatures, if there are new members in the roles of: Chair, Clerk, and Treasurer, until a new signature plate is prepared].*

**12. ADJOURN**

## Princeton 2016 School Board Positions

### BOARD POSITIONS

The board needs to elect a Chairperson, Vice Chair, Clerk and Treasurer. Each of these positions is for one year. The duties are (per Policy 202):

#### **A. CHAIR-2015 Position held by Deb Ulm**

1. The Chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

#### **B. VICE CHAIR-2015 Position held by Jeremy Miller.**

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

#### **C. CLERK-2015 Position held by Eric Minks/Acting Clerk, Chad Young (the Acting Clerk serves as the replacement for the Clerk if the Clerk is unavailable)**

1. The Clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. The clerk shall sign all orders upon the treasurer for the payment of money for bills allowed by the school board or salaries of officers and for teacher's wages and all claims, to be countersigned by the chair.
4. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

#### **D. TREASURER-2015 Position held by Howard Vaillancourt**

1. The treasurer signs documents as needed.



**Princeton Union-Eagle  
Town & Country Shopper**

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December 3, 2015

Princeton School District #477  
706 First Street  
Princeton, MN 55371

Dear District 477 School officials,

The **Princeton Union-Eagle** would like to bid for legal printing status as the designated Official Newspaper for the Princeton School District #477. The **Princeton Union-Eagle** is qualified by the State of Minnesota as a Legal Newspaper under Minnesota Statutes Section 331A.02, subdivision 1.

The bid to publish legal notices in the **Princeton Union-Eagle** for the year 2016 will be \$7.95 per column inch with 7 point type and 9 lines per inch, the same price as last year. The notices will also be posted on our website, [www.unioneagle.com](http://www.unioneagle.com) for all to view for free and at no charge to the district.

We would prefer legal notices emailed to [publicnotice@ecm-inc.com](mailto:publicnotice@ecm-inc.com). For notices that are faxed or mailed to us, we will add a \$20 typesetting charge. Our deadline is at noon Mondays for Thursday publication. One affidavit will be provided to you at no cost and additional affidavits are available for \$2.50 each.

We appreciate the longstanding relationship the **Princeton Union-Eagle** has had with Princeton School District #477 and we look forward to continuing to serve the district.

Sincerely,

A handwritten signature in black ink, appearing to read 'Jeff Andres', written over a white background.

Jeff Andres  
General Manager  
**Princeton Union-Eagle**