

Princeton Public Schools - ISD 477

School Board Meeting Agenda

Wednesday, January 2, 2019 at 6:00 PM
Organizational Board Meeting
District Office Board Room

1. **ACT ON AGENDA**
2. **ELECT A SCHOOL BOARD CHAIR FOR 2019**
3. **ELECT A VICE-CHAIR, CLERK, ACTING CLERK AND A TREASURER FOR 2019** 3
4. **CONSIDER BOARD COMPENSATION EFFECTIVE FOR JANUARY 2019** 4
5. **FIX REGULAR BOARD MEETING SCHEDULE FOR THE YEAR** 6
6. **CONSIDER RESOLUTION DESIGNATING OFFICIAL DEPOSITORY FOR SCHOOL DISTRICT FUNDS AND INVESTMENTS FOR 2019.**

The following resolution is recommended:

Motion by _____, seconded by _____, to designate Bremer Bank; First Bank and Trust; 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.

7. **DESIGNATE THE OFFICIAL SCHOOL DISTRICT PUBLICATION FOR 2019**
Minnesota Statute requires that we designate an official school district publication. The criteria for such designation is met by the Union-Times in our area, along with our district's official website. Therefore, the District Administration recommends The Union-Times Newspaper and <https://www.isd477.org> as the official school district newspaper for any District publication items.
8. **DESIGNATE BOND COUNSEL FOR 2019**
The school district has used Knutson, Flynn & Deans. The District Administration recommends their firm for our bond counsel in 2019, if needed.
9. **DESIGNATE ATTORNEY FOR 2019**
The school district has used Rupp, Anderson, Squires, & Waldspurger, and the District Administration recommends the firm for 2019.
10. **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.

11. CONSIDER A 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.

12. 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 2018 facsimile signatures, if there are new members in the roles of Chair, Clerk, and Treasurer, until a new signature plate is prepared.]

13. RESOLUTION ESTABLISHING COMBINED POLLING PLACES

7

I move to accept the Resolution Establishing Combined Polling Places for 2019 as presented.

14. ADJOURN

* If any one board member wishes to remove an item from the consent agenda for discussion, that item should be added to the board meeting agenda prior to its approval.

Princeton 2017 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:

1. CHAIR-2017 Position held by Eric Minks

- a. 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.
- b. 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.

2. VICE CHAIR-2017 Position held by Eric Strandberg

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

3. CLERK-2017 Position held by Sue VanHooser;

Acting Clerk-Position held by Chad Young (the Acting Clerk serves as the replacement for the Clerk if the Clerk is unavailable)

- a. The Clerk shall keep a record of all meetings in the books provided.
- b. Within three days after an election, the clerk shall notify all persons elected of their election.
- c. 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.
- d. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

4. TREASURER-2017 Position held by Howard Vaillancourt

- a. The treasurer signs documents as needed.

**PRINCETON PUBLIC SCHOOL
POLICY 299-SCHOOL BOARD MEMBER COMPENSATION AND EXPENSE**

Minnesota statutes permit persons who serve on public school boards to receive compensation and reimbursement for expenses incurred while performing school board responsibilities. It is the policy of this district to compensate board members in the amount of \$450.00 per month. The individual board member serving as chairperson will receive an additional \$100 per month. Board members will receive \$50 per official standing board committee & appointment meetings. MSBA training will be allowed at \$50.00 rate per day as well. The School Board Chairperson has authority to appoint members to standing committees. In addition the School Board Chairperson can designate payments for attendance in district meetings that are not standing committees. School board members who attend meetings outside the district will receive reimbursements for expenses outlined in school district policy 412.

A board member can make a recommendation regarding compensation at the organizational meeting. The recommendation will then be considered at both finance and policy committees before formal action is taken.

Official Princeton School Board Committees:

Finance
Long Range Planning Committee
Policy
Public Engagement Committee

Official Princeton School Board Appointments:

Community Education/Early Childhood Family Education Advisory
Meet & Confer
MN State High School League
Rum River Special Education Cooperative
Schools for Equity in Education (SEE)
Wellness

Adopted: July 2, 1987
Revised: January 12, 1993
Reaffirmed: January 4, 1994
Reaffirmed: January 3, 1995
Reaffirmed: January 9, 1996

Revised: January 14, 1997
Reaffirmed: January 13, 1998
Reaffirmed: January 12, 1999
Reaffirmed: January 11, 2000
Revised: January 26, 2007
Revised: February 14, 2007
Reaffirmed: May 14, 2013
Revised: November 18, 2014
Reaffirmed: January 5, 2016
Revised: February 7, 2017
Revised: February 6 , 2018

School Board Meeting Schedule 2019

Day of Week	Month	Date	Time	Meeting Type	Notes
Tuesday	January	15	6:00 pm	Work Session	
Tuesday	February	5	6:00 pm	Regular	
Tuesday	February	19	6:00 pm	Work Session	
Tuesday	March	5	6:00 pm	Regular	
Tuesday	March	19	6:00 pm	Work Session	
Tuesday	April	2	6:00 pm	Regular	
Tuesday	April	16	6:00 pm	Work Session	
Tuesday	May	7	6:00 pm	Regular	
Tuesday	May	21	6:00 pm	Work Session	
Tuesday	June	4	6:00 pm	Regular	No finance or policy meeting
Tuesday	July	16	6:00 pm	Regular	Finance meeting prior
Tuesday	August	6	6:00 pm	Regular	
Tuesday	August	20	6:00 pm	Work Session	
Tuesday	September	3	6:00 pm	Regular	
Tuesday	September	17	6:00 pm	Work Session	
Tuesday	October	1	6:00 pm	Regular	Policy meeting prior
Tuesday	October	15	6:00 pm	Work Session	Finance meeting prior
Tuesday	November	19	6:00 pm	Work Session	
Tuesday	December	17	6:00 pm	Regular	Finance meeting prior

Finance committee meetings will typically be held prior to the 1st meeting of the month at 4:30 p.m.
 Policy committee meetings will typically be held prior to the 2nd meeting of the month at 5:00 p.m.

RESOLUTION ESTABLISHING COMBINED POLLING PLACES
FOR MULTIPLE PRECINCTS AND
DESIGNATING HOURS DURING WHICH THE POLLING
PLACES WILL REMAIN OPEN FOR VOTING
FOR SCHOOL DISTRICT ELECTIONS NOT HELD
ON THE DAY OF A STATEWIDE ELECTION

BE IT RESOLVED by the School Board of Independent School District No.477, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. **Each combined polling place must be a polling place that has been designated by a county or municipality.** The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

Combined Polling Place: ISD 477

Baldwin Town Hall
30239 128th St
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No.477 located in Baldwin Township; Sherburne County Minnesota

Combined Polling Place: ISD 477

Blue Hill Town Hall
15341 321st Ave
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No.477 located in Blue Hill Township and Santiago Township; Sherburne County, Minnesota

Combined Polling Place: ISD 477

Greenbush Town Hall
5445 120th Avenue
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No. 477 located in Bogus Brook Township, Greenbush Township, Milo Township and Princeton Township in Mille Lacs County; and Glendorado Township in Benton County, Minnesota.

Combined Polling Place: ISD 477

Wyanett Town Hall
32884 Nacre Street
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No. 477 located in Dalbo Township and Wyanett Township; Isanti County, Minnesota

Combined Polling Place: ISD 477

Princeton Depot/Museum
101 S. 10th Street
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No. 477 located in the City of Princeton, Mille Lacs County; and the City of Princeton, Sherburne County, Minnesota

Combined Polling Place: ISD 477

Spencer Brook Town Hall
6978 305th Avenue N.W
Princeton, Minnesota

This combined polling place serves all territory in Independent School District No. 477 located in Spencer Brook Township; Isanti County, Minnesota

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.
4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.
5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.