

**DELANO PUBLIC SCHOOLS**  
**Independent School District #879**

**Organizational School Board Meeting**  
**Delano City Hall**  
**Monday, January 7, 2019**  
**7:00 PM**

1. Call to order/Pledge of Allegiance
  - A. The board chair calls the meeting to order.  
Record members as present or absent.  
Board members oath of office.
2. Election of Officers  
The board chair conducts the election of officers. The new chair takes charge of the meeting after the election.
  - A. Chairperson  
Vote: \_\_\_\_\_
  - B. Vice Chairperson  
Vote: \_\_\_\_\_
  - C. Clerk  
Vote: \_\_\_\_\_
  - D. Treasurer  
Vote: \_\_\_\_\_
3. Approval of Agenda  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
4. Resolution to Delegate Clerk, Treasurer Duties 4  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Roll Call Vote:  
\_\_\_\_\_
5. Annual Designations  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
  - A. **Official Newspaper:** Consider quotes from the Delano Herald Journal and Sun Media. 5  
Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_
  - B. **School Board Compensation: Any of the following items, B-L, may be voted on separately at the request of a board member.**

**Current Rates**

Regular Meetings - \$60/meeting

Committee Meetings/Work Sessions/Special Meetings - \$25 minimum

Workshops/Special Meetings - \$12.50/hour after two hours, not to exceed \$100

Chairperson - \$300/year

Clerk - \$250/year

**C. School Attorneys:**

Official Attorneys - Rupp, Anderson, Squires & Waldspurger P.A.  
Authorized Personnel to Contact Attorneys - School Board Chair,  
Superintendent, Human Rights Officer & Business Manager

**D. Memberships:**

MSBA (MN School Board Association)  
MAWSECO (Meeker and Wright Special Ed. Coop)  
SEE (Schools for Equity in Education)  
Wright Technical Center (Career and Technical Coop)  
CMERDC (Central MN Educ. Research & Dev. Council)  
Resource Training and Solutions  
MN State High School League  
Sherburne-Wright Educational Technology Cooperative

**E. Federal Grants:**

Title I, II

**F. Delegate authority to make electronic fund transfers:**

Superintendent  
Business Manager  
Accountant  
HR Specialist  
Payroll Specialist

**G. Designate the Identified Official with Authority to authorize user access to MDE secure websites for Delano Public Schools ISD 879**

Matthew W. Schoen

**H. Signatures for Elementary Activity Fund:**

Business Manager  
Elementary School Administrative Assistants

**I. Prepayment of Bills:**

Avoid penalties and finance charges  
Reimbursement of employees  
Obtain discounts  
Pre-approved contracts

**J. Official Depositories:**

CorTrust Bank  
Minnesota Lakes Bank  
Wells Fargo  
MN School District Liquid Asset Fund

PMA Securities, Inc./MN Trust  
U.S. Bank Corporate Trust Services

**K. School Board Regular Meeting Times and Dates for 2019:**

Recommended 4th Monday of the month at Delano City Hall beginning at 5:45 p.m., with the exception of May 20 (due to Memorial Day) and December 16 (due to Winter Break). In May and December the meeting will be held in the Delano High School Media Center.

School board listening sessions will be held at 7 p.m. in the Delano High School Media Center on March 18, May 13 and October 21.

**L. Renew Board Operating Protocol**

7

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ to approved items B-L.

Vote: \_\_\_\_\_

**6. Appoint Members to Board Committees and Representatives**

9

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**7. Adjournment**

Motion: \_\_\_\_\_ Second: \_\_\_\_\_ Vote: \_\_\_\_\_

**Resolution to Delegate Clerk and Treasurer Duties**

WHEREAS the School Board may delegate the duties of the offices of Clerk and Treasurer of the School Board to employees in the District Office of the school district,

THEREFORE, BE IT RESOLVED THAT the Superintendent/School Board Assistant is designated to perform the duties of the School Board Clerk, and the Business Manager is designated to perform the duties of the School Board Treasurer by the School Board of Independent School District No. 879.

Moved by: \_\_\_\_\_

Seconded by: \_\_\_\_\_

The following voted in favor:

The following voted against:

WHEREUPON the resolution was approved on this seventh day of January, 2019.



December 4, 2018

Independent School District 879

Mr. Paul Downer  
700 Elm Avenue E  
Delano, MN 55328

Dear Mr. Downer:

Per your request, please accept the following bid from the **Crow River News** for legal newspaper designation for School District 879. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2019:

Per Column Inch Rate: **\$8.50** per column inch  
Characters per inch: **320**  
Lines per inch: **9**

A notarized affidavit will be provided for each notice published. Additional affidavits are \$2.50 each. A \$20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on the *Press & News* website at no additional charge.

The *Crow River News* is published weekly on Thursdays. The deadline is 12:00 p.m. on Friday for publication the following Thursday. Please email legal notices to [publicnotice@ecm-inc.com](mailto:publicnotice@ecm-inc.com).

Thank you for considering the *Crow River News* as the official newspaper for School District 879 for the upcoming year. We appreciate the opportunity to serve the needs of your community.

Sincerely,

A handwritten signature in blue ink that reads "Steve".

Steve Gall  
Advertising Director

# Delano Herald Journal

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701 Babcock Blvd. E., Suite 100, PO Box 498, Delano MN 55328 • (763) 972-1028 • Fax (763) 972-1029 • [www.DelanoHeraldJournal.com](http://www.DelanoHeraldJournal.com)

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Dec. 5, 2018

Delano School District  
Delano, MN 55328

Delano Herald Journal will publish official notices for the Delano Public Schools at \$6.49 per column inch during 2019. Please let us know if you need any further information.

Sincerely,



Dale Kovar, General Manager  
Delano Herald Journal

## **Delano Public School Board's Operating Protocol**

The Delano School District board of directors represents the needs and interests of all the children in the district, making decisions to ensure the rights and welfare of all students and equal access to public education. Board members shall promote a positive, working culture that meets the educational needs of all students. For the purpose of enhancing teamwork among members of the board and between the board and the administration, we, the members of the Delano School Board, do hereby commit ourselves collectively and individually to the following operating protocol:

### **Strategic Direction**

The board is responsible for setting the strategic direction for the district; not for managing the tactics of day-to-day operations. The board will set clear goals for themselves, the superintendent, and the Delano School District. The board will enact policies to ensure fair, efficient, and effective operations; monitor, not manage, the implementation of plans and policies; and evaluate the district's educational effectiveness.

### **Authority**

Board members have collective, not individual authority. Authority to make decisions is only granted to the board as a whole. Each board member will support all board decisions, in and out of the board room, regardless of how they voted. The full board gives direction through policy and delegates the management of the district to the superintendent. The board will exercise its oversight responsibilities through policy, planning, advocacy, and public relations. Board members dedicate their time to understanding the issues of the district through committee work, district provided communication, and other means necessary. Board members agree to listen to all constituents, but advise them to follow the chain of command to ensure issues are addressed properly and expeditiously.

### **Accountability**

The board recognizes its accountability to the students, district, community and each other. The board will address its behaviors by conducting a yearly board self-evaluation and by regularly monitoring the progress toward achieving the objectives in the district's strategic plan. Additionally, each board member shall take the time necessary to understand the state's laws and regulations; district policies and procedures; and the contractual obligations which govern the Delano School District. Each board member shall hold themselves accountable and work cooperatively with their fellow board members. Board members will maintain independent judgment free of special interests and partisan political groups and avoid the use of schools for personal gain.

### **Communication**

Each board member understands the significance of a respectful, productive working relationship with their fellow board members and the superintendent. Each board member shall focus on building trust and enabling open communications between each other, between the board members and the superintendent, and with the community. The board chairperson is the designated spokesperson for the board and will communicate its position(s) on all issues. The board will utilize the superintendent's input and will respect the professional expertise of the district staff as necessary for the operation of effective schools. The board will look to the superintendent and the cabinet to make recommendations, proposals, and/or suggestions on matters that come before the board.

### **Meeting Conduct**

Each board member shall make every effort to attend all board meetings and workshops and will come to each meeting prepared by having read all meeting information and, if necessary, requested and reviewed additional information. All meetings will be conducted in an efficient manner following an agreed upon agenda so as to avoid surprises. If board members want an item added to the agenda, they will speak with the superintendent and board chair prior to the meeting. During the meeting, all board members shall be attentive and will be respectful listeners at all times. Closed sessions will be held only when specific needs arise, per state statute. Board members shall be sensitive to the legal ramifications of their comments at meetings and will respect the confidentiality of privileged information. While we encourage debate and differing points of view, we will use words and actions that create a positive impression of the district, fellow board members, staff, and the constituents of the Delano School District.

### **Lifelong Learning**

Board members shall model lifelong learning and participate in opportunities that provide professional growth.

### **Students First**

Board members shall always put the needs and interests of students first.

Signed:

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Amy Johnson

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Date

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Mark Larson

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Date

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Jennie Rosenow

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Date

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Lisa Seguin

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Date

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Corey Black

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Date

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Al Briesemeister

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Date

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Rachel Depa

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Date

<b>2018 Board Committees and Representatives</b>		
<b>Committee</b>	<b>2018 members</b>	<b>2019 members</b>
Building & Grounds/POC Committee	Seguin*, Black, Larson	
Meet & Confer	Seguin*, Black, Briesemeister	
Transportation Negotiations	Milano*, Larson, Depa	
Classified Employee Negotiations	Seguin*, Depa, Briesemeister	
Teacher Negotiations	Black*, Johnson, Larson	
Administrative Negotiations	Johnson*, Black, Seguin	
Finance/Insurance Committee	Seguin*, Larson, Depa	
Delano City/School	Seguin*, Black, Larson	
Spirit of Community Commission	Johnson*, Briesemeister	
<b>Representatives</b>		
District Advisory Committee	Depa*, Johnson	
Community Ed. Advisory Committee	Briesemeister*, Black	
MAWSECO (Meeker/Wright Special Ed. Coop)	Johnson*, Black	
Wright Technical Center	Briesemeister*, Johnson	
MN High School League & Activities Council	Black*, Milano	
District Professional Development Committee	Milano*, Briesemeister	
Site Base Committee - Elementary	Johnson*, Depa	
Site Base Committee - Middle School	Depa*, Larson	
Site Base Committee - High School	Briesemeister*, Black	
Delano Area Sports Association	Johnson*, Larson	
Safe Schools	Depa*, Briesemeister	
Schools for Equity in Education (SEE)	Milano*, Depa	
<b>* denotes Chairperson</b>		