

Organizational Meeting Notes
January 8, 2018

Marcus Edin will call the meeting to order as **acting chairperson**.

The Pledge of Allegiance will be recited.

Determine a quorum (roll call)

Approve/Amend organizational meeting agenda

Call for nominations for Chairperson – **by Acting Chairperson**

- a. Board Members Make Motion to Nominate a Candidate(s) – does not require a second
- b. Call for any other nominations (Two additional times)
- c. Acting Chair Closes the Nominations for the Office
- d. Roll Call Vote for Chairman of Board

Call for nominations for Vice Chairperson – by Chairperson

- a. Board Members Make Motion to Nominate a Candidate(s) – does not require a second
- b. Call for any other nominations (Two additional times)
- c. Acting Chair Closes the Nominations for the Office
- d. Roll Call Vote for Vice Chairman of Board

Call for nominations for Clerk – by Chairperson

- a. Board Members Make Motion to Nominate a Candidate(s) – does not require a second
- b. Call for any other nominations (Two additional times)
- c. Acting Chair Closes the Nominations for the Office
- d. Roll Call Vote for Clerk

Call for nominations for Treasurer – by Chairperson

- a. Board Members Make Motion to Nominate a Candidate(s) – does not require a second
- b. Call for any other nominations (Two additional times)
- c. Acting Chair Closes the Nominations for the Office
- d. Roll Call Vote for Treasurer

Action needs to be taken to set the date, time and location for the regular monthly board meetings. Currently the meetings are the first Monday of each month. The exceptions are June, July, August and September. In June and August, the meetings are held on the second Monday of the month to accommodate Board business over the summer months, and there has been no regular meeting scheduled in July. We need to move the meeting in September because the first Monday is Labor Day. Meetings held on the first Monday of the month are scheduled to start at 6:30 pm and meetings scheduled on the second Monday of the month are scheduled to start at 6:00 pm. All meetings are held in the Verndale Public School Media Center.

The schedule would be February 5, March 5, April 2 (No School), May 7, June 11, August 13, September 10 (Preliminary Levy), October 1, November 5 (Fall PT Conferences), and December 3.

Action needs to be taken to designate the official depositories, investment brokers and paying agents for school funds.

Depositories

Star Bank

MN School District Liquid Asset Fund (MSDLAF)

Investment Brokers

Ehlers Financial Services
TD Ameritrade

Paying Agent

Bond Trust Services

Action needs to be taken designate the following employees to make electronic transfers (wires):

- a. MN School District Liquid Asset Funds Plus – Dawn Anderson and Paul Brownlow
- b. Payroll Direct Deposit/Bremer Bank – Kimberly Moske and Dawn Anderson
- c. Department of Revenue and Federal Government for Social Security, Medicare and Federal Taxes – Kimberly Moske & Dawn Anderson
- d. MN Public Employees Retirement Association and Teacher Retirement Association – Kimberly Moske & Dawn Anderson
- e. MN Child Support – Kimberly Moske & Dawn Anderson
- f. Educators Benefit Consultants (EBC)-403B Annuity, HSA and FSA Payroll Contributions– Kimberly Moske & Dawn Anderson

Action needs to be taken to designate the official newspaper. The recommendation is to designate Verndale Sun as the official newspaper.

Action needs to be taken to designate the school district's legal counsel. The recommendation is to designate Dan Carlisle from Pemberton Law Firm as the school district's legal counsel.

Action needs to be taken to approve the use of the facsimile signature plate to sign accounts payable checks, payroll checks and official documents as recommended by Mr. Brownlow.

Action needs to be taken to authorize the Superintendent, as permitted by Minnesota Statute 123B.52, to lease, purchase and contract for goods and services, within the budget as approved by the School Board, provided that any transaction in an amount exceeding **\$10,000** must first be specifically authorized by the School Board and must fulfill all other applicable legal requirements for school district contracts.

Action needs to be taken to authorize the Superintendent or Business Manager to make payments between school board meetings in advance of School Board approval under the following conditions and to include payments in the next list of bills submitted to the School Board for approval:

- a. Payments of claims which cannot be deferred until the next School Board meeting without the 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 a contract, in accordance with Minnesota Statute 123B.02, Subd. 18.
- b. Payments of claims within the standard period as defined in Minnesota Statute 471.425.

Action needs to be taken to authorize the Superintendent and/or Designee to conduct collateral transactions for the school district. This action is needed to handle the funds that are collateralized at Star Bank.

Action needs to be taken to authorize the Superintendent and/or Principal to use the school credit card held by the School District. It is in the best interest of the District to utilize this card so that our programs can continue to run their daily operations in an efficient and time saving manner.

The recommendation is to have the board approve the following credit card and card holders for School District business transactions.

Chase Business Visa

Paul Brownlow Credit Limit \$21,000

Arick Follingstad Credit Limit \$2,000

Action needs to be taken to designate Superintendent Paul Brownlow as the Identified Official with Authority to authorize user access to secure Minnesota Department of Education websites.

Action needs to be taken to appoint School Board Members to the various designated committees. The current assignments are listed below:

Negotiations Committee	Mr. Stanley Mr. Blaha Mr. Edin	Paid
Freshwater Education District Board	Mr. Veronen Mrs. Hess (Alternate)	Paid by Freshwater
Community Concern for Youth (CCY)	School Administrator	No compensation
Legislative Liaison	Mr. Brownlow	No compensation
Educational Liaison	Mr. Brownlow	No compensation
National Joint Powers Alliance	Mr. Veronen Mr. Youngbauer (Alternate)	Paid by NJPA
Wadena Family Services Collaborative	Mrs. Hess	Paid
MN State High School League	Mr. Stanley	No compensation
Building and Grounds Committee	Mr. Youngbauer Mr. Veronen Mrs. Hess	Paid
Meet and Confer	Mr. Blaha Mrs. Hess Mr. Youngbauer	Paid
Finance Committee	Mr. Youngbauer Mr. Veronen Mr. Blaha	Paid
Shared Services Committee	Mr. Edin Mr. Blaha Mr. Veronen Mr. Stanley (Alternate)	Paid
Curriculum Review	Mr. Stanley	No compensation
Community Ed. Committee	Mrs. Hess Mr. Edin (alternate)	No compensation
Health & Safety Committee	Mr. Youngbauer	Paid
Board Professional Growth	All Members w/ Approval	Paid

Action will be needed to set board compensation. Currently, Board Members must be present at regular and special board meetings to receive compensation. The compensation rate is as follows:

\$80.00 per regular scheduled board meeting

\$10.00 per meeting additional compensation for the Board Chair

\$60.00 per extra meeting and committee meetings

- Meetings that are over 4 hours will be compensated at \$90.00 per day/meeting