

## Organizational Meeting Notes January 7, 2019

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

The Pledge of Allegiance will be recited.

Seat the New Board Members - Marcus Edin will administer the oath of office to Bill Blaha, Tony Stanley, and Scott Veronen

Determine a quorum (roll call)

Approve organizational meeting agenda

Call for nominations for Chairperson – by Marcus Edin as 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 4, March 4, April 1, May 6, June 10, August 12, September 9, October 7, November 4, and December 2.

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 or Paul Brownlow
- b. Payroll Direct Deposit/Bremer Bank – Kimberly Moske or Dawn Anderson
- c. Department of Revenue and Federal Government for Social Security, Medicare and Federal Taxes – Kimberly Moske or Dawn Anderson
- d. MN Public Employees Retirement Association and Teacher Retirement Association – Kimberly Moske or Dawn Anderson
- e. MN Child Support – Kimberly Moske or Dawn Anderson
- f. Educators Benefit Consultants (EBC)-403B Annuity, HSA and FSA Payroll Contributions– Kimberly Moske or 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 Kristi Hastings 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 \$12,000

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) School Administrator	Paid by Freshwater
Community Concern for Youth (CCY)	Mr. Brownlow	No compensation
Legislative Liaison	Mr. Brownlow	No compensation
Educational Liaison	Mr. Veronen	Paid by Sourcewell
Sourcewell	Mrs. Hess	Paid
Wadena Family Services Collaborative	Mr. Stanley	No compensation
MN State High School League	Mr. Youngbauer	Paid
Building and Grounds Committee	Mr. Veronen Mrs. Hess	
Meet and Confer	Mr. Blaha Mrs. Hess	Paid
Finance Committee	Mr. Youngbauer Mr. Veronen	Paid
Shared Services Committee	Mr. Blaha Mr. Edin Mr. Blaha Mr. Veronen	Paid
Curriculum Review	Mr. Stanley (Alternate)	
Community Ed. Committee	Mr. Stanley Mrs. Hess	No compensation
Health & Safety Committee	Mr. Edin (alternate)	No compensation
Board Professional Growth	Mr. Youngbauer	Paid
	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