

Minutes of the Organizational Meeting
 Independent School District 279 School Board
 Maple Grove, Minnesota
 January 8, 2013

CALL TO ORDER	An organizational meeting of the School board was held on Tuesday, January 8, 2013 in the Board Room at the Educational Service Center. Chairperson Dean Henke called the meeting to order at 8:02 p.m.
ROLL CALL	The following members were present: Board members Dean Henke, Teresa Lunt, Jim Burgett, Tammie Epley, Jacki Girtz, Linda Etim and Superintendent Dr. Kate Maguire.
ACCEPTANCE OF AGENDA	<p>Motion by Dean Henke, seconded by Tammie Epley, to accept the printed agenda.</p> <p>The motion carried unanimously.</p>
ELECTION OF OFFICERS	Chairperson Dean Henke started the next order of business, the Election of Officers.
ELECTION OF CHAIRPERSON	<p>Teresa Lunt nominated Dean Henke as Chairperson.</p> <p>Upon vote being taken Dean Henke was unanimously elected Chairperson.</p>
ELECTION OF VICE CHAIRPERSON	<p>Tammie Epley nominated Teresa Lunt as Vice Chairperson.</p> <p>Upon vote being taken Teresa Lunt was unanimously elected Vice Chairperson.</p>
ELECTION OF CLERK	<p>Jacki Girtz nominated Tammie Epley as Clerk.</p> <p>Upon vote being taken Tammie Epley was unanimously elected Clerk.</p>
ELECTION OF TREASURER	<p>Dean Henke nominated Jim Burgett as Treasurer.</p> <p>Upon vote being taken Jim Burgett was unanimously elected Treasurer.</p>
COMPENSATION FOR SCHOOL BOARD MEMBERS	Authorization of Compensation for School Board Members Minnesota Statute §123B.09, Subd. 12 states: "The clerk, treasurer and superintendent of any district shall receive such compensation as may

	<p>be fixed by the board. Unless otherwise provided by law, the other members of the board shall also receive such compensation as may be fixed by the board."</p> <p>In May 2006, the Board approved compensation for the School Board chairperson at \$700.00 per month; for the School Board clerk at \$625.00 per month; and for other persons on the School Board at \$600.00 per month for the 2006 calendar year. In addition, the Board approved \$50.00 per month for each board member as reimbursement of expenses (including in-district mileage) incurred as a result of attendance at School Board and other related meetings. The combined monthly compensation totaled \$750.00 for the Board chair; \$675.00 for the Board clerk; and \$650.00 for other board members.</p> <p>The monthly compensation has remained the same as the Board approved in 2006.</p> <p>Unless otherwise determined by the Board, compensation for the 2013 calendar year shall be: \$750.00 per month (\$9,000.00 per year) for the chairperson; \$675.00 per month (\$8,100.00 per year) for the clerk; and \$650.00 per month (\$7,800.00 per year) for other persons on the Board. These totals are inclusive of the flat \$50 monthly reimbursement for in-district mileage and other incidental expenses.</p> <p>Motion by Dean Henke, seconded by Teresa Lunt that the Board compensation for the 2013 calendar year remain as determined in May of 2006.</p> <p>The motion carried unanimously.</p>
<p>CONSENT AGENDA</p>	<p>Motion by Dean Henke seconded by Teresa Lunt to approve items in the Consent Agenda as follows:</p> <ul style="list-style-type: none"> A. Designation of Official Newspaper: Osseo-Maple Grove Press. Legal notices and minutes may also be published in the Brooklyn Park and Brooklyn Center Sun-Post and the Plymouth Sun-Sailor at the discretion of the administration. B. Designation of Official Cash Depositories for District Funds: Minnesota School District Liquid Asset Fund (US Bank), MN Trust (Associated Bank), Bank of Montreal Financial Group. C. Designation of Investment Brokers for District Investments: Wells Fargo Investment Services, Inc.; RBC Capital Markets, LLC; Morgan Stanley Smith Barney; US Bank Minneapolis; and Minnesota School District Liquid Asset Fund Plus; PMA Financial Network, Inc/Associated Bank; and Advanced Capital Group. D. Authorization of Procedures for the Investment of Excess Cash: The director of business services, or designee, is hereby vested

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with the authority and responsibility to invest funds in accordance with Minn. Stat. § 118A.02. Consistent with the above delegation of responsibility for conducting the investment of excess funds, the director of business services is hereby authorized to sign the following investment documents as deputy treasurer: Collateral Assignment forms and Collateral Release forms.

E. Authorization of Payments for Goods and Services in Advance of Board Approval: Consistent with Minn Stat. §§ 123B.02, 123B.11, 471.38, and 471.425, the director of business services, or designee, is hereby vested with the authority and responsibility to make the following payments in advance of Board approval.

- 1) Payment of Expense Claims Against the School District
 - a. Postage meter and bulk mailing payments
 - b. Purchases made by school personnel that do not exceed fifty dollars, provided an administrator has authorized such purchases
 - c. Officials, referees and judges fees
 - d. Special program speakers' fees and consulting fees
 - e. Petty cash fund replenishments
 - f. Utility bills
 - g. Tuition of students
 - h. Registration and travel expenses
 - i. Employer group insurance payments
 - j. Employer retirement plan payments
 - k. Employee payroll deductions payments
 - l. Purchase order terms, vendor terms or within the standard payment period (within 35 days of the date of receipt) and shall maintain detailed and accurate records for audit purposes. All claims not previously acted upon by the school board shall be presented to and acted upon by the school board at the next board meeting.
 - m. Payments necessary to be eligible for a discount privilege
 - n. Contractual progress payments, common to building construction, as necessary to meet established due dates
 - o. Debt redemption payments
 - p. Other expense claims subject to payment of interest if a late payment were to occur
 - q. Contracts with a value of less than \$10,000 that are consistent with the board approved budget

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2.) Payment of Imprest Net Payroll Bank Account Items and Investment Purchases

3) Electronic Funds Transfer Payments Covering Minnesota Withholding, Investments and Bond Principal, Interest, and Fiscal Agent Service Charges. The director of business services shall follow these policy controls:

- a. The disbursing bank shall keep on file a certified copy of this authorization, which allows electronic funds transfer.
- b. The initiator shall document the request and obtain approval from the director of business services, or designee, before making the transfer.
- c. The initiator of the electronic transfer shall be identified for each transaction.
- d. A written confirmation of the transaction shall be made no later than one business day after the transaction and shall be used to support the transaction. All of the advance payments made by the above authorization require that a detailed listing of the payments be submitted to the School Board for ratification at its next regularly scheduled meeting for such financial matters.

F. Authorization of Use of Facsimile Signatures and a Surety Bond
- BE IT RESOLVED by the School Board of Independent School District No. 279 as follows:

1. Pursuant to Minn. Stat. § 47.41, the school board and the chairperson, clerk and treasurer thereof hereby authorize the school district depository banks to honor checks, drafts, warrants, warrant-checks and other orders on public funds bearing facsimile signatures of any of said officers and to charge the same to the account upon which drawn as fully as though those instruments bore the manually written signatures of any of said officers.

2. Pursuant to Minn. Stat. § 47.42, the school board of said district approves the use of such facsimile signatures and hereby determines to insure the school district with an insurance company authorized to do business within the state in the amount of up to \$500,000 blanket employee faithful performance bond forgery insurance against the loss of any public funds which may be withdrawn upon unauthorized use of such facsimile signatures and an officer of said school district shall not be personally liable for loss resulting from the use of any facsimile signature unless said loss occurs by reason

	<p>of that officer’s wrongful act.</p> <p>3. The clerk is hereby authorized and directed to furnish the school district depositories with copies of this resolution, and the school district officers and said depositories are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures hereafter.</p> <p>4. Pursuant to Minn. Stat. § 123B.02 covering general powers, the school board authorizes the superintendent of schools and the superintendent’s secretary to utilize facsimile signature stamps covering the chairperson and the clerk signatures. The facsimile signature stamps covering the chairperson and the clerk are hereby authorized and may be utilized only for personnel employment contracts and district forms for change in personnel employment status, whenever there is not an actual handwritten signature required by Minnesota statute.</p> <p>G. Authorization for Administration to execute Contracts Approved by the Board.</p> <p>H. Appointment of Malloy, Montague, Karnowski, Radosevich & Co., P.A., to perform the annual financial audit for the year ending June 30, 2013.</p> <p>I. Authorization for Administration to execute School District Grant Applications.</p> <p>The motion carried unanimously.</p>
<p>REVIEW OF 2013 SCHOOL BOARD REPRESENTATIVES TO COMMITTEES AND OTHER ENTITIES</p>	<p>a. School Board Policy Committee: Tammie Epley, Jacki Girtz and Jim Burgett</p> <p>b. School Board Property Committee: Dean Henke, Linda Etim and Teresa Lunt</p> <p>c. Association of Metropolitan School Districts (AMSD): Teresa Lunt (1st), Tammie Epley (Alternate)</p> <p>d. Brooklyn Bridge Alliance: Tammie Epley</p> <p>e. Community Education Program Advisory Council (CEPAC): Jacki Girtz</p> <p>f. Continuing Education Committee: Linda Mattson</p> <p>g. District 279 Core Planning Team: Tammie Epley and Teresa Lunt</p> <p>h. District 279 Foundation: Tammie Epley</p> <p>i. District Planning Advisory Council (DPAC): Jim Burgett</p> <p>j. District Staff Development Committee: Teresa Lunt</p> <p>k. FISCAL Advisory Committee: Jacki Girtz</p> <p>l. Minnesota School Boards Association (MSBA) Legislative Representative: Dean Henke and Teresa Lunt</p> <p>m. Minnesota State High School League Region 5AA: Dean Henke</p>

	<p>n. Northwest Suburban Integration School District (NWSISD) Joint Powers Board: Tammie Epley; Teresa Lunt (Alternate)</p> <p>o. Parent Legislative Network Liaison:</p> <p>p. Technology and Information Educational Services (TIES) Joint Board: Jim Burgett</p> <p>Motion by Dean Henke, seconded by Tammie Epley, to approve Board Chairperson appointment to the various committees and other entities. The motion carried unanimously.</p>
ADJOURNMENT	<p>At 8:18 p.m., motion by Tammie Epley seconded by Teresa Lunt to adjourn the organizational meeting of the School Board. The motion carried unanimously.</p>
	<p style="text-align: center;">_____ Tammie Epley, Clerk</p>