

St. Anthony-New Brighton School District 282  
Organizational Meeting  
Tuesday, January 8, 2019– 7:00 p.m.  
St. Anthony Village High School Media Center  
3303 33<sup>rd</sup> Ave NE – St. Anthony, MN 55418

**MINUTES**

**1. Called to Order 7:00 pm**

Presenter: Barry Kinsey, Board Chair

**2. Approval of Agenda**

Recommended Motion: “to approve the agenda for the January 8, 2019, Organizational Meeting of the School Board, as presented.”

**A motion was made by Andrea Scamehorn and seconded by: Laura Oksnevad.**

The motion carries 6-0.

Presenter: Barry Kinsey, Board Chair

**3. Election of Officers**

*The Chair will call for nominations from the floor for the office of Chair. No second is required. After a call for further nominations, if none are stated, the Chair will declare the nominations closed. A vote is called in the following manner: “Those in favor of ‘candidate’s name’ signify by saying ‘aye’. Those opposed? The ayes have it, (Candidate) is elected Chair.*

At this time, the gavel is passed to the newly elected Chair. The same procedure is then followed for the offices of Vice Chair, Clerk and Treasurer.

Presenter: Board Chair

**A. Chair Leah Syle**

Made by: Barry Kinsey                      Approval: 6-0 motion carries.

**B. Vice Chair Laura Oksnevad**

Made by: Andrea Scamehorn              Approval: 6-0 motion carries.

**C. Clerk Andrea Scamehorn**

Made by: Laura Oksnevad                  Approval: 6-0 motion carries.

**D. Treasurer Cassandra Palmer**

Made by: Mike Volna                        Approval: 6-0 motion carries.

**4. Re-Affirmation of School Board Ethics:**

Recommended Motion: “...to reaffirm our role as school board members in the St. Anthony-New Brighton School District as it pertains to the ISD #282 Code of Ethics Policy #209” (Policy included for your review.)

**A motion was made by Laura Oksnevad and seconded by Cassandra Palmer.**

The motion carries 6-0.

**5. Organizational Business:**

**A. Regular Meetings**

Recommended Motion: “...to set regular business meetings on the first Tuesday of each month when school is in session. There will be no meetings on the first day of school, election or caucus nights or holidays. The School Board may or may not meet during the summer months, when school is not in session. Meeting dates will be posted on the school

district website and placed physically on the door of all school district buildings. As much as possible and practical, these meetings will be held in the St. Anthony Village City Council Chambers. Additional Regular Meetings may be set as needed or as warranted by items requiring board action that surface throughout the year. These additional regular meetings will be formally set as a Regular Meeting and held in the HS/MS Media Center or other location as announced. All Regular Meetings will begin at 7:00 p.m. and are time-certain until 10:30 p.m. (*no new action item may be discussed after 10 p.m. unless the time-certain meeting ruling is suspended*). All routine items will be included in the *Consent Agenda*. There may be a 10-minute *Communications Break* following recognitions. All items requiring action by the School Board shall, when at all possible, be placed at the beginning of the agenda.”

**A motion was made by Andrea Scamehorn and seconded by Barry Kinsey.**

The motion carries 6-0.

#### B. Work Sessions

Recommended Motion: “...to hold Work Sessions on the third Tuesday of each month when school is in session and at other times as needed. Work Sessions will be held in the HS/MS Media Center unless otherwise announced and will begin at 7:00 p.m./ or at a time of day as arranged that best suits the topics planned for discussion. Work Sessions may include the approval of minutes and a Consent Agenda. When at all possible, no substantial actions items will placed on the agenda. Work Session agendas will be posted on the school district website and placed physically on the door of all school district buildings.”

**A motion was made by Mike Volna and seconded by Laura Oksnevad.**

The motion carries 6-0.

#### C. Joint Meetings

Recommended Motion: “...that the School Board may meet with other governmental units. These Joint Meetings will be held in the either the HS/MS Media Center or at the St. Anthony Village City Council Chambers or other location as announced. No substantial actions will be placed on the Joint Meeting agendas. Joint Meeting agendas will be posted on the school district website and placed physically on the door of all school district buildings.”

**A motion was made by Barry Kinsey and seconded by Cassandra Palmer.**

The motion carries 6-0.

#### D. Payment of Bills

Recommended Motion: “...that *Payment of Bills* will be approved by the board as part of the *Consent Agenda* at School Board Meetings. The *Consent Agenda* will consist of payment of bills, personnel, and acceptance of gifts. At times when *Payment of Bills* is not timely or practical, *Payment of Bills* and other routine business actions may be authorized by the Superintendent of Schools, Controller, School Board Chair, or Treasurer. *Payment of Bills* made prior to board approval will require board ratification at the next School Board Meeting. “

**A motion was made by Laura Oksnevad and seconded by Andrea Scamehorn.**

The motion carries 6-0.

#### E. Meeting Minutes

Recommended Motion “...that the School Board Secretary shall keep an accurate record of all minutes on file in the District Office. Minutes must be posted on the school district website and in the official newspaper after approved by the School Board.”

**A motion was made by Cassandra Palmer and seconded by Mike Volna.**  
The motion carries 6-0.

F. Official Newspaper

Recommended Motion: "...to designate the Northeaster as the official newspaper of the School District."

**A motion was made by Andrea Scamehorn and seconded by Barry Kinsey.**  
The motion carries 6-0.

G. Bank Depositories

Recommended Motion: "...to designate the following:

Investment: M.S.D.L.A.F., U.S. Bank Minneapolis, PMA Financial Network, MN Trust, and Associated Bank; Depository: US Bank – Apache Branch, St. Anthony; Paying Agent: U.S. Bank and Northland Trust Services, as bank depositories for the School District."

**A motion was made by Cassandra Palmer and seconded by Laura Oksnevad.**  
The motion carries 6-0.

H. Electronic Transfers:

Recommended Motion: "...to authorize the Superintendent and/or Controller to make electronic transfers as it pertains to the ISD #282 Uniform Grant Guidance Policy Regarding Federal Revenue Sources #721. (Policy included for your review)"

**A motion was made by Barry Kinsey and seconded by Cassandra Palmer.**  
The motion carries 6-0.

I. Authorization to Invest Funds:

Recommended Motion: "...to authorize the Superintendent and/or Controller to invest funds as it pertains to the ISD #282 Uniform Grant Guidance Policy Regarding Federal Revenue Sources #721. (Policy included for your review)"

**A motion was made by Laura Oksnevad and seconded by Mike Volna.**  
The motion carries 6-0.

J. Board Member Appointments

Recommended Motion: "...to designate the Chairperson of the Board to review all member appointments in January and identify positions which require new appointments prior to the first February board meeting.

**A motion was made by Andrea Scamehorn and seconded by Cassandra Palmer.**  
The motion carries 6-0.

K. Mileage Reimbursement

Recommended Motion: "...to authorize mileage reimbursement rate paid to employees for authorized use of private automobiles at the current Internal Revenue Service rate."

**A motion was made by Laura Oksnevad and seconded by Cassandra Palmer.**  
The motion carries 6-0.

L. Member Compensation

Recommended Motion: "...to authorize \$4,000 annually for each School Board member, plus an additional \$800 per year for the Chair. All members of the board may receive per diem payments over the salaries established by the Board of Education for attending meetings as may be approved by the board, and which take the member away from his/her regular obligations of regular workday or which are held on Saturday or Sunday. Said compensation for the per diem payment is \$50 per day over four hours."

**A motion was made by Barry Kinsey and seconded by Cassandra Palmer.**

The motion carries 6-0.

M. Listening Sessions

Recommended Motion: "...to approve regular Listening Sessions for Members of the School Board to meet with the public in advance of Regular Board Meetings 30 minutes prior to each scheduled Regular Meeting for a period of time not to exceed 20 minutes in length."

**A motion was made by Mike Volna and seconded by Andrea Scamehorn.**

The motion carries 6-0.

6. Resolution Authorizing the Superintendent or School Board Chair to Hire Legal Counsel  
Recommended Motion: "...to designate Knutson, Flynn and Deans, P.A. as the official legal counsel of the School District. Other legal counsel can be used with counsel from Board Chair."

**A motion was made by Laura Oksnevad and seconded by Barry Kinsey**

The motion carries 6-0.

7. Next Regular Meeting

- January 8, 2019, immediately followed this Organizational Meeting.

8. Adjournment 7:13 pm.



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**Adjourn**

The Regular Meeting of January 8, 2019 was adjourned at 7:44 p.m.

Respectfully submitted,

Kim Lannier

ATTEST:



Andrea Scamehorn, Clerk