SOUTH WASHINGTON COUNTY SCHOOLS
SCHOOL BOARD
7362 East Point Douglas Rd S.
Cottage Grove, MN 55016

ADMINISTRATIVE REPORT

DATE:	July 18, 2024
TOPIC:	5.8 – 5.14 Board Organizational Meeting Items
PRESENTER:	Kris Blackburn – Director of Business Services
REFERENCE TO POLICY/STATUTE:	203 Operation of the School Board

A. PURPOSE OF REPORT

5.8 Appoint the Director of Business Services as Assistant Treasurer.

This action will authorize the Director of Business Services to properly conduct some official business of ISD #833. In particular, authorization will be provided for items such as: authorizing check signature cards, authorizing completion of certain federal fiscal reports, and authorizing agreements for collateral pledged relating to the District's cash and investment balances, among other things. The Director of Business Services will be authorized to conduct business in the absence of the School Board Treasurer, when that occurs. In the absence of the Director of Business Services, the Accounting Manager is authorized to perform these functions.

5.9 Authorize Director of Business Services and the Account Specialist II to initiate electronic fund transfers.

5.10 Authorize Director of Business Services and the Accounting Manager to sign petty cash checks for the Community Education and Athletics Accounts in the absence of designated signers.

5.11 Authorize the Director of Business Service and the Account Specialist II to sign petty cash checks for the Finance office account.

5.12 Authorize the Director of Business Services or designee to pay appropriate claims in advance of School Board authorizations in order to expedite vendor payments and to utilize discount privileges; such claims will be reported to the School Board at Board meetings.

5.13 Authorize the Superintendent or Director of Business Services to execute contracts and purchase orders for goods and services contained in the Board approved budget.

5.14 Authorize the Superintendent or Director of Business Services to execute contracts pertaining to Student Activities.

B. **RECOMMENDATION**

Administration recommends approval of the Board organizational items.

C. **CONNECTION TO STRATEGIC PRIORITY**

a. Operations, Staffing, and Finance