

Ind. School Dist. No. 314
Isanti, Pine, Chisago & Kanabec Counties
Braham, MN 55006

ORGANIZATIONAL School Board Meeting
Monday, January 8, 2024
6:00 p.m. – BAHS Community Room
Greeter: Connie Gelle

The 2024 Organizational School Board meeting was called to order by Acting Chairperson Allison Londgren at 6:00 p.m. The Pledge of Allegiance was recited.

Members present: A. Londgren, M. Thompson, K. Hagfors, C. Kunshier, C. Gelle, J. Swanson and Sup't. Ken Gagner. Member absent: D. Shockman

Motion by M. Thompson second by C. Kunshier to adopt the agenda as printed. Carried.

Acting Chair Londgren called for nominations for the office of school board chair for 2024. K. Kunshier, nominated Allison Londgren. "Allison Londgren is the only candidate nominated for the office of board chair, and I hereby declare her elected by acclamation."

Chair Londgren called for nominations for the office of school board vice-chair for 2024.

J. Swanson nominated Mike Thompson. After three calls, Chair Londgren stated: "Mike Thompson is the only candidate nominated for the office of vice-chair, and I hereby declare him elected by acclamation."

Chair Londgren called for nominations for the office of school board clerk for 2024. C. Gelle nominated Catherine Kunshier. After three calls, nominations ceased. Chair Londgren stated: "Catherine Kunshier is the only candidate nominated for the office of clerk, and I hereby declare her elected by acclamation."

Chair Londgren called for nominations for the office of school board treasurer for 2024. M. Thompson nominated Kayla Hagfors. After three calls, nominations ceased. Chair Londgren stated: "Kayla Hagfors is the only candidate nominated for the office of treasurer, and I hereby declare her elected by acclamation."

Motion by K. Hagfors, second by C. Gelle to maintain school board salaries at current rates of; \$800 for officers, \$600 for directors; \$75 for regular monthly school board meetings; for other meetings up to 4 hours - \$50; for meetings of 4 to 8 hours - \$75; \$20 for online meeting 1 hour or less and, \$125 for any other meetings over 8 hours in 1 day, contingent upon filing of claim form. There is no cap." Carried.

Motion by M. Thompson, second by J. Swanson to set the time to 6:00 p.m. for all regular meetings and to set the regular school board meetings for July 2024 through June 2025 on the following dates:

July 15, 2024	Dec. 16, 2024	March 17, 2025
Aug. 12, 2024 *second Mon.	Jan. 6, 2025 & Jan. 7, 2025 as backup, if weather	April 21, 2025
Sep. 16, 2024		May 19, 2025
Oct. 21, 2024	Jan. 27, 2025	June 16, 2025
Nov. 18, 2024	Feb. 24, 2025	Carried.

Motion by J. Swanson, second by K. Hagfors to adopt the following resolution designating official depositories for 2024:

“RESOLVED, that the Frandsen Bank & Trust of Braham and the Bremer Bank, Lake Elmo, MN be designated as official depositories for 2024 and that funds of this school district deposited in said banks be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, under-taking of other orders for the payment of money when signed on behalf of this school district by three of its officers to wit: Chair, Clerk and Treasurer”. Carried.

Motion by C. Kunshier, second by M. Thompson to authorize the Superintendent of Schools and district office designees to have online banking access to the Braham Schools’ accounts at the Frandsen Bank & Trust and Bremer Financial Services. Carried.

Motion by C. Gelle, second by J. Swanson to adopt the following resolution:

“RESOLVED, that the Minnesota School District Liquid Asset Fund (MSDLAF+) be designated as the official depository for State Funds due to the district.” Carried.

Motion by M. Thompson, second by J. Swanson to authorize the Superintendent of Schools and designees to make electronic transfers of District 314 monies. Carried.

Motion by J. Swanson, second by K. Hagfors to adopt the following operating procedure for collateral as it relates to investment of district funds and to designate the Superintendent of Schools to approve collateral as per these guidelines:

Acceptable Collateral: U.S. Treasury Notes or Bonds Securities and other federal agency

Bonds pledged as collateral: The market value of the securities pledged as collateral must be greater than 110% of the deposits with the corresponding institutions. Carried.

Motion by M. Thompson, second by C. Gelle to adopt the following resolution:

“RESOLVED, that the school board desires to use facsimile signatures on all district checks to eliminate the need to have board officers sign each check issued. The Superintendent of Schools shall provide for this procedure. The board also directs the current facsimile signatures to be used until the new signatures can be obtained, if necessary.” Carried.

Motion by C. Kunshier, second by J. Swanson to adopt the following resolution:

“RESOLVED, that the school board desires to have the Superintendent of Schools, or his designee, make investments of school district funds when balances are present. The board also desires that the Superintendent, or his designee, perform the duties of clerk and treasurer.” Carried.

Motion by C. Gelle, second by M. Thompson to adopt the following resolution:

“RESOLVED, that the school board desires to have the Superintendent of Schools properly authorized to enter into leases on behalf of the board, and to purchase and contract for goods and services within general budget categories.” Carried.

Motion by C. Kunshier, second by J. Swanson to adopt the following resolution:

“RESOLVED, that the school board wishes to take advantage of payment discounts on purchases and recognize the terms of contracts, purchase orders and vendors. The school board authorizes the superintendent of schools and/or the school board clerk to pay claims against the district prior to a regularly scheduled board meeting if the claim addresses the conditions mentioned in this resolution.” Carried.

Motion by M. Thompson, second by K. Hagfors to adopt the following resolution:

“RESOLVED, that the school board wishes to appoint legal counsel for 2024 and that legal counsel shall be the firm of Ratwik, Roszak and Maloney. This resolution also allows administration to utilize other firms as needed.” Carried.

Motion by C. Kunshier, second by M. Thompson to appoint the “*County News Review*” to serve as School District 314’s official publication for 2024. Carried.

Motion by C. Gelle, second by J. Swanson to set the mileage and meal allowance for all district employees for 2024 as follows:

Mileage: ‘reimbursement at the IRS allowable rate’ which is \$0.67 cents per mile; and,
Meals: Breakfast - \$10.00, Lunch - \$12.00, Supper - \$15.00; with allowable reimbursement at the registration set fee for workshops, meetings, etc., when such is the case. Carried.

School board committee membership assignments for 2024 were discussed and set as listed below.

<u>Committee Assignment</u>	<u>2024 School Board Representative(s):</u>
Budget Advisory	K. Hagfors, M. Thompson, J. Swanson
Buildings/Grounds & Transportation	D. Shockman, A. Londgren, C. Kunshier
Comm. Educ. Advisory Council	A. Londgren
Donald F. Olson Scholarship	C. Gelle, A. Londgren, D. Shockman
ECMECC	C. Gelle
Legislative (SEE)	C. Gelle
Meet & Confer	C. Kunshier, K. Hagfors, J. Swanson
MN State H.S. League	A. Londgren
Policy Review	K. Hagfors, A. Londgren, D. Shockman
RRSEC Joint Powers Agreement	M. Thompson
World’s Best WorkForce	K. Hagfors, C. Kunshier, C. Gelle
BEA sick leave bank/ 2yr. term	C. Kunshier (2 yr.)
Negotiating Committees:	
Superintendent	J. Swanson, C. Kunshier
Administration	C. Kunshier, D. Shockman, J. Swanson
Teachers	M. Thompson, K. Hagfors, J. Swanson
District Office	A. Londgren, C. Gelle
Local 284	A. Londgren, D. Shockman, C. Kunshier
Secretaries/Paras, Custodians, Food Service	

Motion by M. Thompson, second by J. Swanson to accept the committee assignments as listed. Carried.

Motion by C. Kunshier, second by M. Thompson to approve the Designation of an Identified Official with Authority for Education Identity Access Management The Minnesota Department of Education (MDE), Professional Educator Licensing Standards Board (PELSB), and Office of Higher Education (OHE) require annual designation of an

Identified Official with Authority (IOwA) for each local education agency that uses the Education Identity Access Management (EDIAM) system. The IOwA is responsible for authorizing, reviewing, and recertifying user access for their local education agency in accordance with the State of Minnesota Enterprise Identity and Access Management Standard, which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will authorize user access to State of Minnesota Education secure systems in accordance with the user's assigned job duties, and will revoke that user's access when it is no longer needed to perform their job duties. The Director recommends the Board authorize Ken Gagner, kgagner@braham.k12.mn.us, and EDIAM user ID to act as the Identified Official with Authority (IOwA) for Braham Area Schools, ISD #314. Carried.

Motion by J. Swanson, second by K. Hagfors to hold the following special/committee meetings:

- Tuesday, Feb. 6th - Budget Committee 3:30 pm
- Thursday, Feb. 15th - Working Meeting 6:00 pm
- Thursday, April 4th - Meet & Conf. 5:30 pm
- Monday, April 8th - Buildings & Grounds Meeting 3:30 pm
- Monday, May 6th - Working Board Mtg. 6:00 pm
- Monday, Oct. 28th - Working Meeting 6:00 pm

Motion by C. Kunshier, second by D. Shockman to accept the following staff resignations: Sue Stigen effective January 17, 2024, Cody Hansen effective January 5, 2024, Katie Blomdahl effective at the end of the 23/24 School Year.

Reminder of the next Regular School Board meeting scheduled for Monday, January 22, 2024 at 6:00 p.m. in the Community Room (B100) at the 4-12 Building.

Motion by M. Thompson, second by C. Gelle to adjourn the organizational meeting at 6:25 p.m. Carried.

Attest: _____
Catherine Kunshier, Clerk

Attest: _____
Allison Londgren, Chair