

ISD #314  
Isanti, Pine, Chisago,  
& Kanabec Counties  
Braham, MN 55006

AGENDA  
ORGANIZATIONAL SCHOOL BOARD MEETING  
Monday, January 6, 2025  
6:00 pm – BAHS Community Room  
Greeter: Connie Gelle

1. Meeting called to order by Acting Chair. Pledge of Allegiance.
2. Adopt agenda for the organizational meeting.
3. Seat new board members: Oath of Office administered by Acting Chair.
4. Proceed with the election of School Board Chair for 2025.
5. New Chair to conduct the remainder of the organizational meeting and proceed with the election of vice-chair, clerk, and treasurer for 2025.
6. Consider adopting #314 Board member stipends.
7. Set the time and dates for regular school board meetings for July 2025 through June 2026, and for the January 2026 Organizational meeting.
8. Adopt resolution designating official depositories for school district funds & investments for 2025.
9. Authorize designated district office personnel to have online banking access to the Braham Schools' accounts at the Frandsen Bank and Trust of Braham.
10. Adopt resolution naming MSDLAF+ as the official depository for state funds due to the district.
11. Authorize designated district office personnel to make electronic fund transfers.
12. Approve operating procedure for collateral as it relates to investments of district funds and appoint designee to approve such collateral.
13. Consider a resolution authorizing the Superintendent of Schools to use facsimile signatures for checks and to use the current signatures until new signatures are determined and obtained.
14. Consider a resolution authorizing the Superintendent of Schools to make short term investments of school district funds and to perform the duties of clerk and treasurer.
15. Consider a resolution authorizing the agents of the board to lease, purchase, and contract for goods and services within general budget categories.
16. Consider resolution allowing payment of claims that cannot be deferred to the next meeting without loss of discount or if the claim is the result of contract terms, purchase order terms or a vendor's standard terms.
17. Consider resolution designating the school district legal counsel for 2025.
18. Designate the official District #314 publication for 2025.
19. Set district travel and meal allowance for district employees for 2025.
20. Appoint official school board committee representatives for 2025.
21. Designation of Identified Official with Authority for the MDE External User Access Recertification System.
22. Consider scheduling special/committee meetings.
23. Local 284 Leave of Absence request.
24. A reminder of the next Regular School Board meeting.
25. Adjourn.

**1. Meeting called to order by the Acting Chair. Pledge of Allegiance.**

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**Roll call.**

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**2. Adopt agenda for the organizational meeting.**

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**3. Seat new board members: Oath of Office administered by Acting Chair.**

The Acting chair may administer the Oath of Office to the new board members as follows: "I Swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 314 to the best of my judgement and ability."

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**4. The Acting Chair calls for nominations for the position of school board chair and conducts the voting/balloting for determining the school board chair for 2025.**

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**5. New Chair to proceed with the election of vice-chair, clerk, and treasurer for 2025; in that order.**

Vice - Chair \_\_\_\_\_

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Clerk \_\_\_\_\_

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Treasurer \_\_\_\_\_

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**6. Consider adopting #314 Board Member Stipends.**

Rates are currently listed the same as last year. Rates have not changed since at least 2015.

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7. **Set the time and dates for regular school board meetings for July 2025 through June 2026, and for the January 2026 Organizational meeting. In a survey of twelve area districts start times range from 5:30 - 7:00 p.m. There are also districts in the state which schedule summer meetings in the early morning.**

July 21, 2025	3rd Monday	
Aug. 18, 2025	3rd Monday	
Sep. 15, 2025	3rd Monday	
Oct. 20, 2025	3rd Monday	
Nov. 17, 2025	3rd Monday	
Dec. 15, 2025	3rd Monday	
Jan. 5, 2026	1st Monday	- Organizational Meeting
Jan. 6, 2026	Back up date for organizational if weather cancellation on Jan. 5, 2026	
Jan. 26, 2026	4th Monday	- 3rd Monday is Martin Luther King Day.
Feb. 23, 2026	4th Monday	- 3rd Monday is Presidents' Day.
March 16, 2026	3rd Monday	
April 20, 2026	3rd Monday	
May 18, 2026	3rd Monday	
June 15, 2026	3rd Monday	

8. **Adopt resolution designating official depositories for school district funds and investments for 2025.**

The resolution to designate the official depositories for district funds are as follows:

“RESOLVED, that the Frandsen Bank & Trust of Braham and the Bremer Financial Services, Lake Elmo, Minnesota, be designated as the official depositories for 2025 and that funds of this school district deposited in said banks be subject to withdrawal upon checks, notes, drafts, bills of exchange, acceptances, undertaking 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
_____	Treasurer.”

9. **Authorize designated district office personnel to have online banking access to the Braham Schools' accounts at the Frandsen Bank and Trust of Braham.**

The Board is asked 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.

**10. Adopt resolution naming MSDLAF+ as the official depository for state funds due to the district.**

For auditing purposes, the following resolution is adopted on an annual basis:  
“RESOLVED, that the Minnesota School District Liquid Asset Fund be designated as the official depository for State Funds due to the district in 2025.”

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**11. Authorize designated district office personnel to make electronic fund transfers.**

The board is once again asked to authorize the Superintendent of Schools and designees to make electronic transfers of District #314 monies.

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**12. Approve operating procedure for collateral as it relates to the investment of district funds and appoint a designee to approve such collateral.**

The board is asked to adopt the following operating procedure for collateral as it relates to the 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 Bond 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.

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**13. Consider a resolution authorizing the Superintendent of Schools to use facsimile signatures for checks and to use the current signatures until new signatures are determined and obtained.**

To simplify the bill paying and payroll operations of the district, the board has authorized the use of facsimile signatures on all district checks. This eliminates the need to have each officer sign each check issued. The following resolution will accomplish this:  
“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.”

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**14. Consider a resolution authorizing the Superintendent of Schools to make short term investments of school district funds and to perform the duties of clerk and treasurer.**

It is helpful if the board authorizes the Superintendent of Schools, or his designee, to make short term investments of district funds and to perform the duties of clerk and treasurer. This facilitates the business performance of the district. The following resolution will accomplish this:

“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.”

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**15. Consider a resolution authorizing the agents of the board to lease, purchase, and contract for goods and services within general budget categories.**

The board annually authorizes the agents of the board to lease, purchase, and contract for goods and services in order to streamline the business function of the district. The following resolution will accomplish this:

“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.”

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**16. Consider resolution allowing payment of claims that cannot be deferred to the next meeting without loss of discount or because the claim is the result of contract terms, purchase order terms or a vendor’s standard terms.**

MN Statute provides that claims against the district may be paid prior to the next school board meeting providing that the board:

- a. has delegated authority to the clerk or superintendent of schools to make a prior payment, and,
- b. requires that payment made prior to board approval be acted upon at the next board meeting.

This procedure does not affect the right of the district or a taxpayer to challenge the validity of a claim.

The following resolution will accomplish this:

“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.”

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**17. Consider resolution designating the school district legal counsel for 2025.**

The school board should designate the legal counsel for 2025. For the past number of years the district has used Ratwik, Roszak, & Maloney for legal issues. “RESOLVED, that the school board wishes to appoint legal counsel for 2025 and that legal counsel shall be the firm of Ratwik, Roszak & Maloney. This resolution also allows the administration to utilize other firms as needed.”

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**18. Designate the official District #314 publication for 2025.**

Does the board wish to once again designate the County News Review as the District #314 official publication for 2025?

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**19. Set district travel and meal allowance for district employees for 2025.**

Each year the board adopts a mileage allowance/reimbursement rate. The current mileage allowance for district employees is ‘reimbursement at the IRS allowable rate’. The district has been notified that effective January 1, 2025, the IRS mileage reimbursement rate for business miles is \$0.70 cents per mile.

The current meal allowance for district employees is:  
Breakfast - \$10.00, Lunch - \$12.50, Supper - \$15.00; with allowable reimbursement at the registration set fee for workshops, meetings, etc., when such is the case. These terms apply to reimbursement for all district employees, school board members, and non-district employees who may be on school business.  
Recommending moving lunch to \$14.00, supper to \$18.00.

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**20. Appoint official school board committee representatives for 2025.**

<b>Committee Assignment</b>	<b>2024 Board Rep(s)</b>	<b>2025 Board Rep(s)</b>
Budget Advisory	K. Hagfors, M. Thompson, J. Swanson	
Bldgs/Grounds & Transportation	D. Shockman, A. Londgren, C. Kunshier	
Comm. Ed. Advisory Council	A. Londgren	
Donald F. Olson Scholarship	C. Gelle, A. Londgren, D. Shockman	
ECMECC	C. Gelle	
World's Best WorkForce	K. Hagfors, C. Kunshier, C. Gelle	
Legislative (SAFF)	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	Alt.
BEA Sick leave bank / 2 yr. term	C. Kunshier (yr.1)	
Negotiating Committees:		
Superintendent	J. Swanson, C. Kunshier	
Administration	C. Kunshier, D. Shockman, J. Swanson	
Teachers	M. Thompson, K. Hagfors, J. Swanson	
At Will Employees	A. Londgren, C. Gelle	
Local 284 <i>Para/Sec, Custodians, Food Service</i>	D. Shockman, A. Londgren, C. Kunshier	

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**21. Designation of Identified Official with Authority for the MDE External User Access Recertification System.**

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, to act as the Identified Official with Authority (IOwA) for add Braham Area Schools, ISD #314.

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**22. Consider scheduling special/committee meetings.**

- Monday, Feb. 10th - Budget Committee 3:30 pm
  - Thursday, Feb. 13th - Working Meeting 5:00 pm
  - Thursday, April 3th - Meet & Conf. 5:30 pm
  - Monday, April 7th - Buildings & Grounds Meeting 3:30 pm
  - Monday, May 5th - Working Board Mtg. 6:00 pm
  - Monday, Oct. 27th -Working Meeting 6:00 pm
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**23. Local 284 Leave of Absence request.**

Per Article IX, Section 5, of the Service Employees International Union Local No. 284, Paraprofessional/Secretarial Unit and Independent School District No. 314 Braham MN 55006 Master Agreement an employee is requesting a modified leave of absence effective Jan. 7, 2025, through January 16, 2025. See addendums for additional information.

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**24. A reminder of the next Regular School Board meeting scheduled for:**

Monday, January 27, 2025, at 6:00 p.m. in the Community Room (B100) at the 4-12 Building.

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**25. Adjourn.**

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