

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

AGENDA
ORGANIZATIONAL SCHOOL BOARD MEETING
Monday, January 9, 2023
6:00 pm – BAHS Community Room

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 2023.
5. New Chair to conduct the remainder of the organizational meeting and proceed with the election of vice-chair, clerk, and treasurer for 2023.
6. Consider adopting #314 Board member stipends.
7. Set the time and dates for regular school board meetings for July 2023 through June 2024, and for the January 2024 Organizational meeting.
8. Adopt resolution designating official depositories for school district funds & investments for 2023.
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 2023.
18. Designate the official District #314 publication for 2023.
19. Set district travel and meal allowance for district employees for 2023.
20. Appoint official school board committee representatives for 2023.
21. Designation of Identified Official with Authority for the MDE External User Access Recertification System.
22. Consider scheduling special/committee meetings.
23. Consider authorizing the scheduling of a mini retreat with MSBA (3 hours).
24. Consider approval of 2022 Bond project bid & specifications from SiteLogic.
25. Consider personnel requests.
26. A reminder of the next Regular School Board meeting.
27. Adjourn.

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

Roll call.

2. Adopt agenda for the organizational meeting.

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 ability."

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 2023.

5. New Chair to proceed with the election of vice-chair, clerk, and treasurer for 2023; in that order.

Vice - Chair _____

Clerk _____

Treasurer _____

6. Consider adopting #314 Board Member Stipends.

~ See addendums for your review. Rates the same as last year with virtual meeting guidance added new.

7. **Set the time and dates for regular school board meetings for July 2023 through June 2024, and for the January 2024 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 17, 2023	3rd Monday	
Aug. 21, 2023	3rd Monday	
Sep. 18, 2023	3rd Monday	
Oct. 16, 2023	3rd Monday	
Nov. 20, 2023	3rd Monday	
Dec. 18, 2023	3rd Monday	
Jan. 8, 2024	2nd Monday	- Organizational Meeting
Jan. 9, 2024	Back up date for organizational if weather cancellation on Jan. 8, 2023	
Jan. 22, 2024	4th Monday	- 3rd Monday is Martin Luther King Day.
Feb. 26, 2024	4th Monday	- 3rd Monday is Presidents' Day.
March 18, 2024	3rd Monday	
April 15, 2024	3rd Monday	
May 20, 2024	3rd Monday	
June 17, 2024	3rd Monday	

8. **Adopt resolution designating official depositories for school district funds and investments for 2023.**

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 2023 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 2023.”

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.

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.

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.”

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.”

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.”

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.”

17. Consider resolution designating the school district legal counsel for 2023.

The school board should designate the legal counsel for 2023. 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 2023 and that legal counsel shall be the firm of Ratwik, Roszak & Maloney. This resolution also allows the administration to utilize other firms as needed.”

18. Designate the official District #314 publication for 2023.

Does the board wish to once again designate the County News Review as the District #314 official publication for 2023?

19. Set district travel and meal allowance for district employees for 2023.

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, 2023, the IRS mileage reimbursement rate for business miles is \$0.655 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.

20. Appoint official school board committee representatives for 2023.

Committee Assignment	2022 Board Rep(s)	2023 Board Rep(s)
Budget Advisory	K. Hagfors, S. Eklund, D. Davis	
Bldgs/Grounds & Transportation	S. Eklund, D. Shockman, A. Londgren	
Comm. Ed. Advisory Council	A. Londgren	
Donald F. Olson Scholarship	M. Thompson, A. Londgren, D. Shockman	
ECMECC	S. Eklund	
World's Best WorkForce	A. Londgren, S. Eklund, M. Thompson	
Legislative (SEE)	S. Eklund	
Meet & Confer	C. Kunshier, M. Thompson, D. Davis	
MN State H.S. League	S. Eklund / alt. A. Londgren	
Policy Review	K. Hagfors, A. Londgren, D. Shockman	
RRSEC Joint Powers Agreement	M. Thompson	
BEA Sick leave bank / 2 yr. term	C. Kunshier (yr.1)	
Negotiating Committees:		
Superintendent	S. Eklund, M. Thompson	
Administration	C. Kunshier, D. Shockman, M. Thompson	
Teachers	D. Davis, S. Eklund, M. Thompson	
District Office	S. Eklund, A. Londgren	
Custodians	D. Davis, S. Eklund	
Secretaries/Paras	A. Londgren, C. Kunshier	
Food Service	K. Hagfors, D. Shockman	

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.

22. Consider scheduling special/committee meetings. In addition please select time for each meeting.

- Thursday, Feb. 9th - Budget Committee
 - Monday, Feb. 13th - Working Meeting (revised 23 & proposed 24 budgets)
 - Monday, April 10th - Building & Grounds Committee
 - Monday, May 1st - Working Meeting (Review LTFM & proposed 24 budget)
 - Monday, Oct. 30th -Working Meeting (Review WBWF & ADM’s /Budget)
-
-

23. Consider authorizing the scheduling of a mini retreat with MSBA (3 hours).

24. Consider approval of 2022 Bond project bid & specifications from SiteLogic, and authorize going forward with bids.

25. Consider the following personnel requests.

Eric Jones, Elem. SpEd Para, has asked that his leave of absence be revoked, effective Jan. 1, 2023.
Heather Pratt, Elem. SpEd Para resigned effective January 6, 2023.

26. A reminder of the next Regular School Board meeting scheduled for Monday, January 23, 2023, at 6:00 p.m. in the Community Room (B100) at the 4-12 Building.

27. Adjourn.
