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**MISSION STATEMENT**  
**St. Cloud Area School District 742**

*Our Mission is to create a safe and caring climate and culture in which we prepare, engage, educate, empower, and inspire all learners in partnership with their surrounding community to be successful in today's and tomorrow's society.*

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Board of Education  
St. Cloud Area School District 742  
St. Cloud, Minnesota

January 3, 2017  
5:00 PM  
District 742 Administration Office  
1000 North 44<sup>th</sup> Avenue

*NOTE: If you have a disability, and need an accommodation in order to attend this event, please contact Student Services at v/tty, 202-6800, at least one week in advance of the meeting.*

**PLEDGE OF ALLEGIANCE**  
**ROLL CALL**

**BOARD REORGANIZATION MEETING AGENDA**

I. Meeting called to order by 2016 Vice-Chairperson Bruce Mohs.

II. Election of Officers

- A. Chairperson
- B. Vice-Chairperson
- C. Clerk
- D. Treasurer

After election of Chairperson, that person should assume the Chair and conduct the balance of the meeting.

(NOTE: Written ballots may not be used unless the results and the vote of the individual Board Members are announced. All voting must be for the record.)

III. Remuneration for Board Members (ACTION)

Board compensation is generally set at the organizational meeting. Following was the 2016 Board of Education Compensation and Related Benefits:

1. The monthly compensation shall be \$693.00 for the Board of Education Chair and \$603.00 for all other members of the Board of Education.

2. The yearly budget for education and training expenses for School Board Members shall be \$3,150.00. Individual Board Members who wish to go beyond the \$450.00 per Board Member allowance should present their request to the Board Development Committee for approval.
3. Board Members may elect at the Board Reorganization Meeting to defer a portion of their compensation to an Individual Education Account for use towards educational expenses not covered by the \$450.00 allowance. This is a one-time deferral, with the remaining year's compensation paid in regular monthly amounts. Once deferred, the amount cannot be rescinded and paid out in regular compensation. This is an option only, and the plan is established to encourage Board Members to attend national conferences, which provide outstanding educational experiences, but which are beyond the financial resources of the District.
4. Board Members shall be reimbursed for use of their automobile for all out-of-district School District-related travel at the rate established for School District employees. Board Members will not receive reimbursement for mileage within the School District.
5. At least quarterly, reimbursements other than monthly compensation will be placed on the consent agenda for approval by the Board.

IV. A Time, Day, and Place for Regular Meetings of the Board of Education is Set (*ACTION*)

The 2016 Board of Education meeting structure consisted of one work session and one business meeting monthly. A brief Board Meeting followed by a Board Work Session was held on the second Wednesday of the month (unless otherwise noted) at 6:30 p.m. at the District 742 Administration Office/Apollo High School Resource Center; the Regular Board Meeting was held on the fourth Thursday of the month (unless otherwise noted) at St. Cloud City Hall (televised live on Cable Channel 179) at 7:00 p.m. A proposed meeting schedule for 2017 is attached.

V. Board of Education Standing Committees (*Appointments by Board Chair*)

The Board of Education Chair will appoint Board Members to serve on Board Standing Committees. The following Board Standing Committee structure was in effect for the 2016 calendar year:

Board Committees & Members

**Agenda Planning Committee**

- Les Green(Chair)
- Bruce Mohs (Vice-Chair)
- Willie Jett (Superintendent)
- Dr. Marsha Baisch (Assistant Superintendent)
- Executive Directors
- Tami DeLand, Director of Community Engagement & Communications

**Board Development, Policy and Governance Committee**

- Al Dahlgren, Chair
- Bruce Mohs
- Dennis Whipple

**Community Linkage Committee**

Bruce Mohs, Chair  
Dennis Whipple  
Debbie Erickson  
Selected Community Member(s)

**Finance and Audit Committee**

Jerry Von Korff, Chair  
Bruce Hentges  
Al Dahlgren  
Selected Community Member(s)

**Integration and Equity Committee**

Les Green, Chair  
Jerry Von Korff

**Legislative Committee**

Bruce Hentges, Chair  
Dennis Whipple  
Debbie Erickson  
Selected Parent/Community Member(s)

**Personnel and Negotiations Committee**

Debbie Erickson, Chair  
Jerry Von Korff  
Bruce Hentges

Attached is a copy of Board Policy 213, School Board Committees, which was revised and approved on December 7, 2016.

**VI. School Board Appointments to District Committees/Organizations (Appointments by Board Chair)**

In accordance with Board Policy 213.1, which was updated and approved on December 7, 2016, the Board of Education Chair will appoint Board Members to serve as liaisons to committees/organizations. A copy of the Board Policy is attached. A list of 2016 appointments is also attached.

**VII. School Board/School Liaison Procedure (INFORMATION/ACTION)**

Attached is a copy of Board Policy 213.2, which was approved with no content changes on December 7, 2016. Board Liaison assignments to schools will need to be updated for the 2017 calendar year. Board Liaison assignments for 2016 were as follows:

- Tech, South, Lincoln - **Bruce Mohs**
- Apollo, Discovery - **Les Green**
- McKinley-ALC, Riverwoods - **Debbie Erickson**
- Talahi, Oak Hill - **Jerry Von Korff**
- Clearview, Westwood - **Bruce Hentges**

Madison, North - *Dennis Whipple*  
Kennedy, Colts - *Al Dahlgren*

VIII. Board Policy 210 - Conflict of Interest - School Board Members (INFORMATION)

In accordance with Board Policy 210, Board Members are reminded to complete the Annual School Board Conflict of Interest Disclosure Form. Copies will be made available for Board Members. A copy of the Board Policy is attached.

IX. CONSENT AGENDA (ACTION)

A. Board Designates the Official Newspaper

The Administration recommends that the St. Cloud Times be designated as the official newspaper for publication of official proceedings.

B. Board Appoints Legal Counsel

The Administration recommends the Board of Education appoint the following firms to serve as School District Legal Counsel for the 2017 calendar year; that advice to the Board shall be at the discretion of the Board Chair, and advice to the District other than advice to the Board shall be at the discretion of the Superintendent or Board Chair as appropriate. The hourly rates listed are dependent upon services required:

Rupp, Anderson, Squires & Waldspurger, P.A.	General Counsel, \$175 - \$220/per hr.
Quinlivan & Hughes, P.A.	General Counsel, \$95 - \$200/per hr.
Franz, Hultgren, Evenson, P.A.	Property Issues, \$145-\$275/per hr.
Knutson, Flynn & Deans, P.A.	Bond & Election Counsel - \$205/per hr.
Ford and Harrison	Immigration Counsel - \$335/per hr. \$3,000 for H-1B Filing Cases

C. Signature Plates

Authorization is requested to allow the Business Office to continue to use the present signature plates until the new plates, with the new Board Officers' signatures, arrive. There is always a waiting period in securing the new plates.

D. Authorization to Make Payment Prior to Board Meeting

Authorization is requested for the District Business Office/Accounts Payable Department to process checks for payment of goods and services on a weekly basis prior to Board approval. All payments will be summarized for Board approval at their regular meeting. This policy allows the District to take advantage of discount privileges, vendor contract terms or timely payment with the 35 day requirement as mandated by state statute.

E. Designation of Kevin Januszewski, Executive Director of Business Services

Authorization is requested to designate Kevin Januszewski, Executive Director of Business Services, to sign legal/financial reports/documents/financial transactions/imprest fund documents and to resolve issues with financial institutions in addition to the authorized check signers, on behalf of the Board of Education of District 742.

F. Designation of Willie Jett, Superintendent

Authorization is requested to designate Willie Jett, Superintendent, to sign legal documents on behalf of the Board of Education of District 742.

G. Authorization to Make Investments, Transfers, and Withdrawals

Authorization is requested for Kevin Januszewski, Executive Director of Business Services; Amy Skaalerud, Controller; and Sandra Dachtera, Accountant; to make investments, transfers and withdrawals from checking/savings via wire transfers to other financial institutions.

H. Authorization to Sign Stop Payments

Authorization is requested for Kevin Januszewski, Executive Director of Business Services; Amy Skaalerud, Controller; and Sandra Dachtera, Accountant, to sign stop payments.

I. Authorization to Make Telephone and Wire Transfers

Authorization is requested for Kevin Januszewski, Executive Director of Business Services; Amy Skaalerud, Controller; and Sandra Dachtera, Accountant; to make telephone and wire transfers to and from Bremer Bank of St. Cloud, Minnesota Liquid Asset Fund, US Bank, Associated Bank, and Wells Fargo Bank.

J. Authorization for Amy Skaalerud, Controller

Authorization is requested to designate Amy Skaalerud, Controller, to sign purchasing contracts on behalf of the Board of Education of District 742.

K. Authorization to Make Purchases by Credit Card

Authorization is requested for Linda Schreifels, Michelle Bestgen, Christine Hatch, Brenda Overboe, Shannon Czeck, Michelle Fruth, Joan Hengel, Amy Skaalerud, Jean Borgmann, Karen Parker, Joan Haus, and Theresa Loch-Thoele to make purchases by credit card.

L. Authorization to Authorize User Access to Minnesota Department of Education's Secure Website

Authorization is requested for Willie Jett, Superintendent, and Amy Skaalerud, Controller, to authorize user access to Minnesota Department of Education's secure websites.

M. Chair Signature Policy

Authorization is requested to designate the Board Chair and/or Clerk (as appropriate) to sign documents, in accordance with law, when signifying actions properly approved by the Board upon presentation of the appropriate certification tying the document to the Board action specifically authorizing the action. A copy of Board Policy 298, which was approved with no content changes on December 7, 2016 (renumbered from 202.3) is attached.

N. Board Designates Depositories

The Board of Education designates depositories, by accounts, for the 2017 calendar year, including depositories for investments. The following should be designated:

**US Bank**

Payroll Account  
Accounts Payable  
Student Activity Accounts  
Investments

**Bremer Bank**

Investments  
Scholarship Account  
Student Activity Account

**Stearns Bank**

Student Activity Account

**Minnesota Liquid Asset Fund, Minnesota School Boards Association**

Investments

**American Heritage National Bank**

Student Activity Accounts

**Associated Bank/MN Trust**

Investments

**Wells Fargo**

Certificate of Indebtedness Proceeds

Willie Jett  
Superintendent