

Princeton Public Schools - ISD 477
Tuesday, January 3, 2017 at 6:45 PM
Organizational Board Meeting
District Office Board Room located at City Hall

Our Mission

Princeton is an innovative leader in instruction, developing in EVERY learner the ability to succeed in an ever-changing world.

Our Vision

Princeton will equip every student to be career and college ready through personalized instruction, community partnerships and collaboration.

1. OATH OF OFFICE
2. ACT ON AGENDA
3. ELECT A SCHOOL BOARD CHAIR FOR 2017 3
4. ELECT A VICE-CHAIR, CLERK, ACTING CLERK AND A TREASURER FOR 2017
5. CONSIDER BOARD COMPENSATION EFFECTIVE FOR JANUARY 2017 6
6. CONSIDER RESOLUTION DESIGNATING OFFICIAL DEPOSITORY FOR SCHOOL DISTRICT FUNDS AND INVESTMENTS FOR 2017.
The following resolution is recommended:

Motion by _____, seconded by _____, to designate Bremer Bank; Peoples Bank of Commerce; Wells Fargo Bank; Minnesota School District Liquid Asset Fund; Citigroup; PMA Securities/MnTrust; Sherburne State Bank; The PFM Group; Edward Jones and Spire Financial as official depositories.
7. DESIGNATE THE OFFICIAL SCHOOL DISTRICT PUBLICATION FOR 2017
Minnesota Statute requires that we designate an official school district publication. The criteria for such designation is met by the Union-Times in our area. Therefore, the District Administration recommends The Union-Times Newspaper for the official school district newspaper for any District publication items.
8. DESIGNATE BOND COUNSEL FOR 2017
The school district has used Knutson, Flynn & Deans. The District Administration recommends their firm for our bond counsel in 2017, if needed.
9. DESIGNATE ATTORNEY FOR 2017
The school district has used Rupp, Anderson, Squires, & Waldspurger, and

the District Administration recommends the firm for 2017.

10. CONSIDER A RESOLUTION AUTHORIZING THE DIRECTOR OF BUSINESS SERVICES and/or DESIGNEE TO MAKE SHORT-TERM INVESTMENTS OF SCHOOL DISTRICT FUNDS

The following resolution is recommended:

Motion by _____, seconded by _____, to authorize the Director of Business Services and/or Designee to make short-term investments, deposits, transfers, and withdrawals from savings via wire transfers to other financial institutions, to make electronic fund transfers, and to sign stop-payments in accordance with existing Minnesota Statutes 123B.14, subdivision 1.

11. CONSIDER A RESOLUTION AUTHORIZING THE SUPERINTENDENT AND DIRECTOR OF BUSINESS SERVICES TO LEASE, PURCHASE, AND CONTRACT FOR GOODS AND SERVICES

The following resolution is recommended:

Motion by _____, seconded by _____ to authorize the Superintendent and Director of Business Services to lease, purchase, and contract for goods and services within the general budget categories pursuant to Minnesota Statute 123B.52, subdivision 2.

12. CONSIDER RESOLUTION AUTHORIZING DIRECTOR OF BUSINESS SERVICES TO USE FACSIMILE SIGNATURES

The following resolution is recommended:

Motion by _____, seconded by _____, to authorize the Director of Business Services to use facsimile signatures for all school district checks and orders [and to authorize the Director of Business Services to use the 2016 facsimile signatures, if there are new members in the roles of Chair, Clerk, and Treasurer, until a new signature plate is prepared.]

13. ADJOURN

Princeton 2017 School Board Positions

BOARD POSITIONS

The board needs to elect a Chairperson, Vice Chair, Clerk and Treasurer. Each of these positions is for one year. The duties are (per Policy 202):

A. CHAIR-2016 Position held by Jeremy Miller

1. The Chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions and perform all duties a chair usually performs.
2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. VICE CHAIR-2016 Position held by Deb Ulm

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

C. CLERK-2016 Position held by Eric Minks/Acting Clerk, Chad Young (the Acting Clerk serves as the replacement for the Clerk if the Clerk is unavailable)

1. The Clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. The clerk shall sign all orders upon the treasurer for the payment of money for bills allowed by the school board or salaries of officers and for teacher's wages and all claims, to be countersigned by the chair.
4. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. TREASURER-2016 Position held by Howard Vaillancourt

1. The treasurer signs documents as needed.

PRINCETON 2017 SCHOOL BOARD COMMITTEES AND POSITIONS

1. ACTIVITIES COMMITTEE-Three Board Members will serve as board representative's along with Activities Director, High School Principal and Superintendent to review Activities proposals.-Meets three times a year.
 - a. Chair-
 - b. Board Representatives-
2. FINANCE COMMITTEE-Three Board Members will serve as board representative's along with the Director of Business Services and the Superintendent to review finance and business topics-Meetings are monthly before the first board meeting.
 - a. Chair-
 - b. Board Representatives-
3. COMMUNITY EDUCATION ADVISORY BOARD-Two Board Members will serve as board representative on committee. The advisory board makes program recommendations to the school board. Committee meets five times per year at noon.
 - a. Board Representatives-
4. MEET AND CONFER COMMITTEE-The Board Chair serves on the committee along with the Human Resource Director and the Superintendent to listen to PEA concerns and share District concerns. Meets after school three times per year.
 - a. Chair-
5. MINNESOTA STATE HIGH SCHOOL LEAGUE (MSHSL)-One board member and one alternate represents the District in the State meetings to vote on numerous issues. Meets two times per year in the fall and spring area meetings.
 - a. Board Representatives-
 - b. Alternate-
6. NEGOTIATIONS/CLASSIFIED-Three Board Members represents the District in the negotiations process and grievances in the classified staff reach the board level. Meets several times until contracts are settled.
 - a. Chair-
 - b. Board Representatives-
7. NEGOTIATIONS/CERTIFIED-Three Board Members represents the District in the negotiations process and grievances in the certified staff reach the board level. Meets several times until contracts are settled.
 - a. Chair-
 - b. Board Representatives-

8. POLICY COMMITTEE-Three Board members serve on the Committee to review/revise policies. Director of Business Services, Human Resources Director and the Superintendent also participates. Meets once per month before the second board meeting.
 - a. Chair-
 - b. Board Representatives-
9. PROJECT OVERSIGHT COMMITTEE-Three Board members serve on the Committee, which oversees referendum projects. Director of Business Services, Director of Building and Grounds, Director of Early Childhood, and the Superintendent also participate.
 - a. Chair-
 - b. Board Representatives-
10. RUM RIVER SPECIAL EDUCATION COOPERATIVE GOVERNING BOARD-One board member and one alternative represents the District, along with the Superintendent, to govern over the program that meets the needs of some of our special education programs. Meets at 7:00 PM two times per year.
 - a. Board Representatives-
11. SCHOOLS FOR EQUITY IN EDUCATION-One board member and one alternate, represents the district, along with the Superintendent, for General membership Meetings. Morning meetings held five times per year.
 - a. Board Representatives-
12. TEACHING AND LEARNING COMMITTEE-Three Board members serve on the Committee, along with the Director of Teaching and Learning and the Superintendent. Addresses governance issues related to Teaching and Learning. Meets four times a year.
 - a. Chair
 - b. Board Representatives-
13. TRANSPORTATION COMMITTEE-Three board members serve on the Committee, along with the Director of Business Services and the Superintendent. Addresses governance issues related to transportation, such as negotiations. Meets three times per year.
 - a. Chair-
 - b. Board Representatives-
14. WELLNESS COMMITTEE- Three board members serve on the Committee, along with the Director of Business Services, Director of Food Services, Director of Community Education and the Superintendent. Addresses policy and implementation issues around the federal wellness law. Meets three times per year.
 - a. Board Representatives-

**PRINCETON PUBLIC SCHOOL
SCHOOL BOARD MEMBER COMPENSATION AND EXPENSE**

Minnesota statutes permit person who serve on public school boards to receive compensation and reimbursement for expenses incurred while performing school board responsibilities. It is the policy of this district to compensate board members in the amount of \$350.00 per month. The individual board member serving as chairperson will receive an additional \$100.00 per month. Board members will receive \$50 per official standing board committee meeting. MSBA training will be allowed at \$50.00 rate per day as well. The School Board Chairperson has authority to appoint a member to attend a district meeting for payment.

Official Princeton School Board Committees

Activities

Certified Negotiations

Classified Negotiations

Community Education /Early Childhood Family Education

Finance

Meet & Confer

MN State High School League

Oak Land Vocational Program*

Policy

Project Oversight Committee

Rum River Special Education Cooperative

Schools for Equity in Education (SEE)

Teaching and Learning

Transportation

Wellness

*Oak Land Vocational Program reimburses Board members directly.

The Board's compensation is part of the Organizational Meeting and will be reviewed at that time. School board members who attend meetings outside the school district will receive reimbursement for expenses as outlined in school district policy 412.

Adopted: July 2, 1987

Revised: January 12, 1993

Reaffirmed: January 4, 1994

Reaffirmed: January 3, 1995

Reaffirmed: January 9, 1996

Revised: January 14, 1997

Reaffirmed: January 13, 1998

Reaffirmed: January 12, 1999

Reaffirmed: January 11, 2000

Revised: January 26, 2007

Revised: February 14, 2007

Reaffirmed: May 14, 2013

Revised: November 18, 2014

Reaffirmed: January 5, 2016