



INDEPENDENT SCHOOL DISTRICT 719
4540 Tower Street SE
Prior Lake, Minnesota 55372

Organizational School Board Meeting Minutes
of the Board of Education

The organizational meeting of the Board of Education of Independent School District 719 was called to order by Temporary Chair Sorensen in the board room at the District Services Center on January 13, 2014 at 6:00 p.m.

Temporary Chair Sorensen led the board and those present in the Pledge of Allegiance.

Board Members Present: Rittenour, Ruelle, Shimek, Sorensen, White, Wolf, Student Council Representative Babcock

Board Members Absent: Director Murray

Administration Present: Superintendent Gruver, Director of Curriculum, Instruction & Assessment Holmberg, Director of Human Resources Mons, Director of Business Affairs Cink

A motion was made by Lee Shimek, seconded by Chad Rittenour, to approve the agenda.
Motion carried: 6 – 0

Temporary Chair Sorensen called for the nominations for the office of School Board Chair for 2014. Stacey Ruelle nominated Todd Sorensen. There were no other nominations.

A motion was made by Stacey Ruelle, seconded by Lee Shimek, to close nominations; a unanimous ballot was cast for Todd Sorensen to be Board Chair for the year 2014.
Motion carried: 6 – 0

Chair Sorensen called for the nominations for the office of School Board Vice-Chair for 2014. Lee Shimek nominated Stacey Ruelle. There were no other nominations.

A motion was made by Lee Shimek, seconded by Todd Sorensen, to close nominations; a unanimous ballot was cast for Stacey Ruelle to be Board Vice-Chair for the year 2014.
Motion carried: 6 – 0

Nominations for the office of Board Clerk/Treasurer were requested. Dan White nominated Lee Shimek.

A motion was made by Dan White, seconded by Stacey Ruelle, to close nominations; a unanimous ballot was cast for Lee Shimek as Board Clerk/Treasurer for the year 2014.
Motion carried: 6 – 0

A motion was made by Stacey Ruelle, seconded by Lee Shimek, to approve the following consent agenda items, as presented:

- a. Named the Prior Lake State Bank, U.S. Bank of Prior Lake, Wells Fargo Bank, Commerce Bank, Duetsche Bank, Minnesota School District Liquid Asset Fund Plus and PMA Financial Network.
- b. Designated the "Prior Lake American" of Prior Lake, Minnesota and the "Savage Pacer" of Savage, Minnesota as the official school district legal newspapers.
- c. Named the firm of Ehlers & Associates as the school district fiscal consultant.
- d. Named the law firms of Knutson, Flynn, & Deans, Ratwik, Roszak & Maloney P.A. and Rupp, Anderson, Squires & Waldspurger, P.A. as the school district legal counsel.
- e. Named the auditing firm of Clifton Larson Allen LLP as the school district auditing firm.
- f. Named Julie Cink, Director of Business Affairs, to perform the clerical duties of the Board Clerk/Treasurer pursuant to Minnesota Statute 123B.14 and shall be named Assistant Board Clerk/Treasurer.
- g. Authorized Dr. Sue Ann Gruver, Superintendent of Schools, and Julie Cink, Director of Business Affairs, to lease, purchase and contract for goods and services within the budget as approved by the board, provided that any transaction in an amount exceeding the minimum amount for which bids are required, must first be authorized by the board and must fulfill other applicable requirements pursuant to Minnesota Statutes governing municipal contracting and that informal quotation be required, when possible, for all purchases exceeding \$25,000.
- h. Designated Doug Kern as the school district's Special Education Coordinator, Julie Cink as the school district's Federal Programs Coordinator, Jeff Holmberg as District LEA (ESEA Programs), and Matt Mons as Data Practices Compliance Officer.
- i. Delegated Julie Cink, Director of Business Affairs, the authority to make electronic transfers and in addition, the appropriate documentation, including written confirmation from the financial institution and proper request and approval form for the transfer, shall be retained by the Director of Business Affairs.
- j. Directed the administration to publish the "Annual Notification of Rights, Protection and Privacy of Student Records" in the official newspapers of the district.

Motion carried: 6 – 0

Board members discussed board compensation for 2014.

A motion was made by Lee Shimek, seconded by Stacey Ruelle, to approve the annual school board member compensation at \$5,000 per year, plus \$20 per meeting for official standing committee assignments, district wide committee assignments, and external committees and agency representatives (unless compensated by agency), as appointed by the chair with the exception of certified negotiator, which will be compensated at \$50 per meeting. The board chair will receive an additional \$300, the board clerk/treasurer will receive an additional \$200 and the board vice-chair will receive an additional \$200 for service during the year. School board member compensation shall be paid semi-annually at the request of the individual member. Committee meeting reimbursement shall be paid once at the completion of the year of service.

Voting in favor: Ruelle, Shimek, Sorensen, White, Wolf

Voting against: Rittenour

Motion carried: 5 - 1

Board members have discussed committee structure and memberships on board committees. A motion was made by Stacey Ruelle, seconded by Dan White, to approve the following board committee assignments for 2014.

Internal School Board		Board Reps
Committees:	Duties of Board Member	2014
Certified and Administrative Personnel Committee	<ul style="list-style-type: none"> ▪ Conduct collective bargaining with PLSEA or any other group designated as the official bargaining unit for the teachers. ▪ Conduct collective bargaining with the Prior Lake-Savage Principals' Association. ▪ Conduct contractual meet and confer with administrative staff. ▪ Conduct issue meet and confer with PLSEA and other certified personnel collective bargaining agreements. ▪ Conduct grievance hearings as necessary with certified personnel. 	Shimek Sorensen Ruelle
Educational Support Staff Personnel Committee	<ul style="list-style-type: none"> ▪ Conduct collective bargaining with any group of Educational Support Staff who have been officially designated as a bargaining unit. ▪ Conduct contract meet and confer with all education support groups that have not been officially designated as a bargaining unit. ▪ Conduct grievance hearings as necessary. 	Wolf White
Policy Committee	<ul style="list-style-type: none"> ▪ Review, revision, addition and elimination of policies as defined in policy 208. 	Ruelle Shimek
Ad-Hoc Committee		Board Reps
Representation:	Duties of Board Member	2014
The school board will determine as needed		
Facilities Committee	<ul style="list-style-type: none"> ▪ Planning, construction, maintenance of buildings and grounds of the school district. ▪ Make recommendations to board related to building upkeep/repair ▪ Review 5-year capital plan ▪ Review capital outlay budgets ▪ Serve on Construction Task Force 	Wolf White
Transportation Committee	<ul style="list-style-type: none"> ▪ Negotiate transportation contracts ▪ Serving as an appeals committee for bus stop conflicts ▪ Assisting in the establishment of bus time schedules ▪ Enforcing the rules and provisions of the transportation contract in conjunction with administrative recommendations. ▪ Serve on ABC Committee 	White
Finance Committee	<ul style="list-style-type: none"> ▪ Serve on Finance Committee ▪ Review the annual and revised budget, annual audit, proposed tax levy, other financial information prior to board review ▪ Review/recommend budget reductions and strategic plan-related budget additions 	Shimek Rittenour White
Technology Committee	<ul style="list-style-type: none"> ▪ Review technology plan 	Murray Rittenour

District-Wide Committee Representatives		Duties of Board Member	Board Reps 2014
Meet & Confer	<ul style="list-style-type: none"> ▪ Serve on committee 	Shimek Sorensen Ruelle	
Superintendent's Advisory Committee	<ul style="list-style-type: none"> ▪ Serve on committee 	Wolf	
District Curriculum Advisory Committee	<ul style="list-style-type: none"> ▪ Serve on committee ▪ Serve on other curriculum related committees 	Murray Wolf Rittenour	
Community Education Services Advisory Council	<ul style="list-style-type: none"> ▪ Serve on committee ▪ Community partnership representative ▪ District Wellness events 	Shimek	
Early Childhood Family Education Advisory Council	<ul style="list-style-type: none"> ▪ Serve on committee 	Shimek	
Special Education Advisory Council (SEAC)	<ul style="list-style-type: none"> ▪ Serve on committee 	Rittenour	
External Committees and Agency Representatives		Duties of Board Member	Board Reps 2014
Schools for Equity in Education (SEE)	<ul style="list-style-type: none"> ▪ Attend committee meetings 	Ruelle	
SW Metro Educational Cooperative	<ul style="list-style-type: none"> ▪ Attend committee meetings 	Wolf	
Carver-Scott Cooperative	<ul style="list-style-type: none"> ▪ Attend committee meetings 	Shimek	
MSHSL (Minnesota State High School League) and 6AA Rep.	<ul style="list-style-type: none"> ▪ Attend committee meetings 	Shimek	
SCALE (Scott County Area Leaders for Efficiency)	<ul style="list-style-type: none"> ▪ Attend committee meetings 	Shimek Sorensen	
Association of Metropolitan School Districts (AMSD)	<ul style="list-style-type: none"> ▪ Attend committee meetings 	Sorensen	
Additional Representation:		Duties of Board Member	Board Reps 2014
Building Representatives	<ul style="list-style-type: none"> ▪ Edgewood School ▪ Five Hawks Elementary School ▪ Glendale Elementary School ▪ Grainwood Elementary School ▪ Jeffers Pond Elementary School ▪ Redtail Ridge Elementary School ▪ WestWood Elementary School ▪ Hidden Oaks Middle School ▪ Twin Oaks Middle School ▪ Prior Lake High School ▪ Bridges Area Learning Center 	Rittenour Murray Wolf Ruelle White Murray White Sorensen Sorensen Shimek Wolf	

Motion carried: 6 - 0

The board discussed the meeting and procedures format in terms of board/administrative reports, new business, meeting location, meeting start times, handouts, agendas, time designations, presentations, treasurer's report, consent agenda, Laker Pride/Special Recognition/Showcase, comments and requests from visitors in the open forum, voting on issues presented for the first time, building reports, etc. The board will hold one regular meeting and one study session per month with both meetings being open to the public.

Additional board study sessions and in-services will be scheduled as needed. Board members will submit their requests to the board chair at the next study session. Some topics mentioned were: Q Comp review, data warehouse updates, Spanish immersion, full day K, 1:1 initiative, etc.

A motion was made by Stacey Ruelle, seconded by Dan White, to adjourn.
Motion carried: 6 - 0

The meeting adjourned at 6:17 p.m.

LEE SHIMEK, Clerk/Treasurer
Independent School District 719
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LS/mw