

Independent School District 720 – Shakopee Public Schools
Board Meeting Room
505 Holmes Street South
Shakopee, Minnesota

January 13, 2014
6:30 PM

Board of Education

1. ORGANIZATIONAL BUSINESS

1. 1. **Call to Order by Chairperson**

1. 2. **Oath of Office - New Board Members**

1. 3. **Election**

The chairperson will accept nominations for the office of chairperson, and will proceed through the election of that individual. The newly elected chairperson will proceed with the nomination and election of the vice-chairperson, the clerk, and the treasurer. Officers for this past year were Chair Ms. Romansky; Vice-Chair Mr. Bowerman; Clerk Ms. Tucker and Treasurer Mr. Swanson.

1. 4. **Compensation**

The School Board must adopt a resolution setting the compensation for the individual members. Compensation is currently \$4,500 annually, with an additional \$500 per year for the Chairperson and Vice Chairperson.

Recommended Action

Approved compensation for 2014 as presented.

1. 5. **Designation of Official Depository and Additional Depositories**

The School Board must designate an official bank depository. Voyager Bank is currently the primary depository for the District. We will keep all of our funds in the official depository; however, we will invest moneys through a number of institutions. Additional depositories are as follows:

1. Wells Fargo
2. US Bank Minneapolis
3. US Bank St. Paul
4. Minnesota School District Liquid Asset Fund Plus
5. BMO-Harris Bank
6. Bremmer Bank
7. MinnTrust through PMA
8. Associated Bank – for OPEB Trust transactions

Recommended Action

Approve the designation of official depository and additional depositories as presented.

1. 6. **Designation of Official Newspaper**

The School Board must designate an official newspaper. The Shakopee Valley News is our official newspaper and the only local publication that meets the legal requirements for an official newspaper.

Recommended Action

Approve the designation of Shakopee Valley News as the official newspaper of the District.

1. 7. **Information: Appointments to Special Assignments and Standing Committees**

The Chair will designate appointment to these positions.

1. 8. **Legal Assistance**

The District uses more than one firm for its legal business depending on type of expertise needed.

Recommended Action

Authorize the Superintendent and/or his designee to secure legal advice as needed during the year.

1. 9. **Use of Facsimile Signature**

The following resolution should be adopted so the District can utilize check-signing software for 2014.

Recommended Action

The school district will utilize a check signing software and facsimile signatures for the chairperson, clerk and treasurer to sign all checks issued by the school district except checks that are written on activity accounts. The activity account checks will be signed by the Director of Finance or the Human Resource Manager after all signatures are obtained on the supporting documentation.

1. 10. **Investments of Funds**

Action by the school board is needed to allow the Director of Finance to invest surplus cash prior to the time he/she receives approval from the school board. The irregularity with which the school district receives its payments creates an investment opportunity at certain times during the year. It is impossible to invest this cash in a timely way if pre-approval of each investment is needed from the school board.

Recommended Action

The Director of Finance or his/her designee be given the authority to invest surplus funds without prior approval of the school board within the limitations set by law and to complete required wire transfers with notification to the Board by the next meeting or as needed.

1. 11. **Pre-Payment of Bills**

There are times when the prompt payment of bills allows us to receive a discount. In some instances we cannot take advantage of these discounts if we must wait for formal approval of these bills.

Recommended Action

The School Board of Independent School District No. 720 grants the business manager or his/her designee the authority to pay bills prior to approval of those bills, so that it may take advantage of discounts offered for prompt payment.

1. 12. **Approval of P-Card Users**

The following list of school district Purchasing Card users and spending limits needs to be reviewed and approved.

Recommended Action

Approve the list of P-Card users and their corresponding credit limits as presented.

1. 13. **Appointment of District Physicians**

There are times when the district has the need of physicians' services.

Recommended Action

Appoint the physicians of the Shakopee Park Nicollet Medical Center as school district physicians for 2014 calendar year.

1. 14. **Board Meeting Schedule for Fiscal Year 2014**

Dates and times for Fiscal Year 2014 need to be reviewed and confirmed.

Recommended Action

Approve meeting dates and times for FY 2014.

1. 15. **LEA Designation 2014**

Annual LEA (Local Education Agency) designation is made to ensure the maintenance of compliance with the appropriate Federal statutes and regulations (Public Law 107-110), and State procedures currently in effect. Designee will also act as the responsible authority in all matters relating to its administration.

Recommended Action

Designate the Superintendent as LEA representative for 2014.

1. 16. **Policy**

The district's policies need to be recognized in their present form for 2014. The district has engaged MSBA for a full policy manual review.

Recommended Action

Authorize approved policies for continuation in 2014.

1. 17. **Board Meetings on Holidays**

The board will take action to allow board meetings on Columbus Day.

Recommended Action

Approve board meetings on Columbus Day 2014 as presented.

2. RECOGNITION OF VISITORS TO BOARD MEETING

3. CONSIDERATION OF AGENDA AS PRESENTED AND ADDITIONS

4. CONSENT ITEMS

4. 1. Personnel Items

4.1.1 Acceptance of Resignations

Last Name, First Name , Position, Location, Effective

Bailey, Denise, Health Assistant, East Junior High School, 1/13/14

Jackson, Tracy, Technology Assistant, West Junior High School, 12/16/13

Roth, Kevin, Program Support Assistant, High School, 1/10/14

St. George, Rhonda, Program Support Assistant, High School, 1/24/14

Recommended Action

Accept the resignations that thank them for their service to the district.

4.1.2 Approval of Non-Certified Contract

Last Name, First Name, Position, Location, Salary, Effective Date

Dailey, Kathleen, Program Support Assistant, Sun Path Elementary School,
\$13.87/hr, 12/11/13

Moldan, Carol, Payroll Secretary, District Office, \$17.99/hr, 1/6/14

Sanders, Rebecca, Technology Assistant, Red Oak/Eagle Creek Elementary
School, \$17.45/hr, 1/6/14

Recommended Action

Approve non-certified contract as presented.

4.1.3 Approval of Districtwide Contracts

Director of Finance Michael Burlager, 2013-14 - \$127,290, 2014-15 - \$128,565

Director of Community Education Bob Greeley, 2013-14 - \$102,310, 2014-15 - \$103,330

Exec Assistant to the Superintendent & School Board Sarah Koehn, 2013-14 - \$63,240, 2014-15 - \$63,870

Communications Coordinator Crystal McNally, adjustment to automobile allowance to \$500 effective 7/1/2013

Recommended Action

Approve districtwide contracts as presented.

4.1.4 Approval of Long Term Substitute Contracts

Name LTS, Replacing, Position, Location, Approx. Dates, Grade/Step, Approx. Days, FTE, Salary

LeRoux, Karen, Mulsoff, Katlin, Teacher, Grade 3, Sun Path Elementary School, 1/6/14 through 4/4/14, MA+30 Step 8, 61 days, 1.0, \$306.54/day

LeRoux, Karen, Winkler, Andrea, Teacher, Grade 2, Sweeney Elementary School, 4/7/14 through 6/5/14, MA+30 Step 8, 44 days, 1.0, \$306.54/day

Suyak, Nicole, Pass, Amy, Teacher, Grade 3, Jackson Elementary School, 12/9/13 through 2/14/14, BA Step 3, 40 days, .50, \$99.68/day

Recommended Action

Approve long term substitute contracts as presented.

4.1.5 Approval of Co-Curricular Assignment

Position, Name, Group, Step, Salary, Notes

Lacrosse, Assistant Coach - Boys, Linde, Justin, 3, 2, \$3,379

Lacrosse, Assistant Coach - Girls, Schneider, Tara, 3, 4, \$3,802

Lacrosse, Boys Head Coach, Adams, Christopher, 1, 2, \$4,832

Lacrosse, Girls Head Coach, Stortz, Alison, 1, 2, \$4,832

Cheerleading, Assistant Coach, Monsrud, Jessica, 7, 3, \$1,543

Recommended Action

Approve co-curricular assignment as presented.

4.1.6 Approval of Clerical Position

Recommended Action

Approve the addition of Office Assistant II - Teaching & Learning, Range II, Step 4 as presented.

4. 2. Approval of minutes of the Board Business Meeting on November 12, 2013, Board Learning Session held on November 25, 2013 and Board Business Meeting on December 9, 2013.
4. 3. Consideration of bills and authorization to pay same.
4. 4. Approval of wire transfers.
4. 5. T.L. Agreement
Approve the T.L. agreement as presented.

4. 6. 2014-15 Shakopee High School, Shakopee East & West Jr. High School and Pearson 6th Grade Center Registration Guides are presented for approval.

Recommended Action

Approve registration guides as presented.

5. Acceptance of Retirement of High School Principal Kim Swift

Shakopee High School Kim Swift has submitted her letter of retirement from the school district effective June 30, 2014.

Recommended Action

1. Accept the retirement of Kim Swift and thank her for her service to the school district.
2. Post position as presented.

6. OLD BUSINESS DISCUSSION ITEMS

7. OLD BUSINESS ACTION ITEMS

7. 1. Superintendent Contract

Personnel Committee members Scott Swanson and Matt McKeand will present a summary of the proposed 2014-17 Superintendent contract.

Recommended Action

Approved 2014-17 contract for Dr. Rod Thompson as presented.

Presenter: Personnel Committee members Scott Swanson and Matt McKeand

Time: 10 minutes

7. 2. Approval of the Teaching & Learning 5-Year Plan

Director of Teaching & Learning Nancy Thul will present the 2nd Reading of the Teaching & Learning 5-Year Plan.

Recommended Action

Approve the Teaching & Learning 5-Year Plan as presented.

Presenter: Director of Teaching & Learning Nancy Thul

Time: 10 minutes

8. NEW BUSINESS DISCUSSION

8. 1. 1st Reading of the Latino Student Group

Assistant Superintendent John Bezek will present the 1st Reading of the Latino Student Group.

Presenter: Assistant Superintendent John Bezek

Time: 5 minutes

8. 2. Draft of the 2014-15 School Calendar

Superintendent Thompson will present a draft of the 2014-15 School Calendar for board review.

Presenter: Superintendent Rod Thompson

Time: 5 minutes

9. NEW BUSINESS ACTION ITEMS

10. COMMITTEE REPORTS

11. INFORMATION ITEMS

12. OTHER

13. Upcoming Meetings and Important Dates

January 20, 2014

Board Retreat

14. ADJOURNMENT