

**REGULAR SCHOOL BOARD MEETING**  
 INDEPENDENT SCHOOL DISTRICT 252  
 CANNON FALLS AREA SCHOOLS  
 Monday, January 13, 2020 6:00 P.M.  
 Organizational Board Meeting  
 High School Boardroom

*Cannon Falls Area Schools, partnering with families and community,  
 will provide a safe, nurturing, challenging, and inspiring environment  
 to educate ALL individuals to be lifelong learners and responsible, productive citizens.*

Superintendent's Report

I. CALL MEETING TO ORDER: Time \_\_\_\_\_

A. Roll Call:	Present	Absent
Bob Brintnall	_____	_____
Brenda Owens	_____	_____
Katie Lochner	_____	_____
Anna Olson	_____	_____
Bill Thompson	_____	_____
Larry Robinson	_____	_____

B. Pledge of Allegiance

II. APPROVAL OF AGENDA ACTION TAKEN: Motion \_\_\_\_\_, Second \_\_\_\_\_, Roll Call \_\_\_\_\_. P/F.

III. NEW BUSINESS:

- A. Organization of the Board:
  1. Election of the Chair
  2. Election of the Vice-Chairman
  3. Election of the Clerk, delegating statutory duties to the Office of Business Affairs.
  4. Election of the Treasurer, delegating statutory duties to the Office of Business Affairs.
  
- B. Establish the time and meeting place of the board meetings. Meetings are held on the 2<sup>nd</sup> and 4<sup>th</sup> Mondays at 6:00 pm with only 1 scheduled meeting, on the 4<sup>th</sup> Monday, during June-July-August-September.  
 \*March 2020, has 5 Mondays and our meetings will be on March 9 and March 30, 2020 because of Spring break being the week of March 23, 2020.  
 \*December and May have 1 meeting on the 3rd Monday, in a typical year. 2020: May 18 and December 21, 2020.
  
- C. Selection of the Official Newspaper.
  
- D. Designation of the official posting place for school board meeting notices is the District Office and Website.
  
- E. Designation of Depository in accordance with MN Statute 118A.02
  
- F. Designation of the board's legal counsel and authorized contacts. We have used Ratwik Roszak and Maloney. The Superintendent, District Office Personnel, and School Board Chairman are the authorized contacts.
  
- G. Establish the annual salary for board members. \*\*Currently \$1250 per year, ½ paid on 6/15 and 12/15.
  
- H. Authorization of the Imprest Fund. (Petty cash is a small amount of discretionary funds in the form of cash used for expenditures where it is not sensible to make any disbursement by check, because of the inconvenience and costs of writing, signing and cashing the check.)
  
- I. Payroll Authorization for use of a facsimile signature on payroll and voucher checks in accordance with M.S. 47.41 and 47.42.
  
- J. Consideration to approve the Resolution for Combined Polling Place for 2020-21.
  
- K. Authorization of Superintendent to approve purchases up to \$10,000.
  
- L. Consideration to restate the 403(b) Plan Document. The Plan Document Summary is on file in the District Office.

- M. Designation of Superintendent as the LEA (Local Education Agent) Representative and the IOWA for 2020-21.  
**Consideration to approve the designation of Identified Official with Authority for the MDE External User Access Recertification System.** The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with the MNIT 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 assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Board recommends to authorize **Jeff Sampson** to act as the Identified Official with Authority (IOWA) and **Lori Hanson** to act as the IOWA to add and remove names only for **Cannon Falls Area Schools, ISD #252**.

- N. Committee Assignments [Current Committee Assignments and Committee examples from other schools](#)

COMMITTEE	BOARD REP(s)	COMMITTEE DESCRIPTIONS
Finance/Facility Committee	Larry Robinson, Bob Brintnall (alternate)	Budgets, cuts, revenues/expenditures Buildings, grounds, maintenance
Curriculum/Technology/WETC Committee	Anna Olson, Larry Robinson (alternate)	Work with staff and admin on curriculum/tests Technology needs of the District
Staff Development/GCED Committee	Katie Lochner, Brenda Owens (alternate)	Works with the local Teachers Union Special Ed County Co-Op Board
Transportation Committee	Anna Olson, Larry Robinson (alternate)	All Transportation needs Vehicles and Personnel
Negotiations/Personnel Committee	Bob Brintnall, Bill Thompson Katie Lochner (alternate), Anna Olson (trainee)	Staff Contracts, Reviews and Settlements All Personnel related information
Community Education Education Foundation	Brenda Owens, Bill Thompson (alternate)	Scheduling, Community Classes and Events School Board Rep for the Foundation
MSBA: Policy MSHSL: Extra Curricular Committee	Bill Thompson, Katie Lochner (alternate)	Develop and review policy/procedures Extra Curricular Rep

#### IV. REPORTS and COMMUNICATION

- A. Administrative Board Reports: These reports are provided at the 1st board meeting of the month.
1. Elementary School
  2. Middle/High School
  3. Community Ed and Activities Department
  4. Director of Facilities and Maintenance
  5. Technology
  6. Superintendent's Report

- V. **PUBLIC INPUT** – *Due to data privacy concerns, a speaker may not address criticism toward an individual District employee during 'Public Input'. Individual complaints should be handled privately with building administrators and/or the Superintendent. Comments from visitors must be informational in nature and not exceed three (3) to five (5) minutes per issue. The Board cannot engage in a discussion or debate in those 3-5 minutes but will take the information and find answers if that is appropriate. As part of the Board Protocol, it is unacceptable for any speaker to slander or engage in character assassination at a public board meeting.*

#### VI. ACTION ITEMS **New Business**

1. Consideration to review the [Cannon Falls policy series 200-500-800](#).  
**No additional changes to the policies. This is to keep the policies in a mandatory 3-year review cycle.**  
 ACTION TAKEN: Motion \_\_\_\_\_, Second \_\_\_\_\_, Roll Call \_\_\_\_\_. P/F.
2. Consideration to approve [Policy 104 - District Mission Statement](#). [Cannon Falls Mission, Vision and Strategic Priorities](#)  
 ACTION TAKEN: Motion \_\_\_\_\_, Second \_\_\_\_\_, Roll Call \_\_\_\_\_. P/F.
3. Consideration to approve a donation of \$400 from the Cannon Falls Fire Department for the relighting of The Candle, Elementary Newspaper in February 2020, with volunteer advisors.  
 ACTION TAKEN: Motion \_\_\_\_\_, Second \_\_\_\_\_, Roll Call \_\_\_\_\_. P/F.
4. Consideration to approve a medical leave from 1-27-2020 through 6-4-2020.  
 ACTION TAKEN: Motion \_\_\_\_\_, Second \_\_\_\_\_, Roll Call \_\_\_\_\_. P/F.

**VII. INFORMATIONAL ITEMS**

- A. Next Regular School Board meeting – January 27, 2020 at 6:00 p.m.
  - 1. Spring Head Coaches
- B. [MSBA 98th Annual Leadership Conference - January 14-17, 2020](#)
- C. [Dates with Meeting restrictions \(Informational Only\)](#)
- D. January/February - Elementary Dishwasher Quotes, WBWF Plan document
- E. January/February - Consideration to approve the Resolution from the American Indian Education Parent Advisory Committee. [124D.78](#)

**VIII. ADJOURNMENT:** Time \_\_\_\_\_