

Agenda

1. Call to Order/Roll Call
Speaker(s): Chairperson Green
2. Pledge of Allegiance
3. Oath of Office administered to newly-elected School Board members
Speaker(s): Superintendent Page
4. Request approval of agenda
Speaker(s): Chairperson
5. Election of officers
Speaker(s): Chairperson
 - 5.A. Office of Chairperson
 - 5.B. Office of Vice-Chairperson
 - 5.C. Office of Treasurer
 - 5.D. Office of Clerk
6. Request approval of Columbus Day resolution
Speaker(s): Chairperson
7. Request approval of 2023 School Board meeting schedule
Speaker(s): Chairperson
8. Request approval of official newspaper
Speaker(s): Chairperson
9. Request approval of legal counsel
Speaker(s): Chairperson
10. Request approval of designated depositories
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
11. Request authorization to lease, purchase and contract for services
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
12. Request authorization of co-signers of checks and use of check signing machine
Speaker(s): Exec Dir of Finance and Operations Andrew Adams
13. Request approval of school board member annual allowance
Speaker(s): Chairperson
14. 2023 School Board committee assignments
Speaker(s): Chairperson
15. Adjournment
Speaker(s): Chairperson

School Board Member Oath of Office

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in a position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board you must be accountable to the community, you must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, you serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, you must strive to work together and with the superintendent and staff to lead the district toward fulfilling the vision you have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I affirm that I will support the Constitution of the United States and of this state and that I will discharge faithfully the duties of the office of school board member of Independent School District 492 to the best of my judgment and ability.

Member

Date

Superintendent

Date



DATE: January 9, 2023

TITLE: Election of Officers

TYPE: Action

PRESENTER: Chairperson

BACKGROUND:

Nominations and appointments for the positions of Chairperson, Vice-Chairperson, Clerk and Treasurer need to be made each year.

RATIONALE:

Elections are required to determine board leadership for the upcoming year.

RECOMMENDATION:

Elections for the positions of Chairperson, Vice-Chairperson, Clerk and Treasurer be conducted in the following manner:

The acting Chairperson will start with the election of Chairperson. Once that person is elected, the newly-elected Chairperson will reside over the remainder of the meeting.

The Chairperson will call for nominations three times before closing the nominations for each office. If only one person is nominated, the Chair may declare that candidate elected. If more than one person is nominated, a vote will be necessary.



DATE: January 9, 2023
TITLE: Christopher Columbus Day
TYPE: Action
PRESENTER: Chairperson

BACKGROUND:

Per Minnesota Statute 645.44, Subd. 5, a resolution must be approved by the School Board to conduct business on the second Monday of October, recognized as Christopher Columbus Day.

RATIONALE:

While recognized as a federal holiday, the State of Minnesota provides authority to school districts and other entities in determining whether to recognize the second Monday of October, Christopher Columbus Day, as a holiday. By approving the recommendation of not recognizing Christopher Columbus Day as a holiday, public business be conducted thereon.

RECOMMENDATION:

I recommend authorizing Austin Public Schools to conduct school business on the second Monday of October, 2023, as outlined in Minnesota Statute 645.44, Subd. 5.



DATE: January 9, 2023
TITLE: 2023 School Board Meeting Schedule
TYPE: Action
PRESENTER: Chairperson

BACKGROUND:

The School Board meeting schedule is set for the upcoming year at the annual organizational meeting. Historically, regular meetings have been held the second Monday of each month at 5:30 pm and study sessions held the fourth Monday of each month at 4 pm.

RATIONALE:

A meeting schedule outlined for the entire year allows board members to plan their calendar to avoid meeting conflicts. In addition, it provides consistency for members of the public or staff wishing to attend or watch our meetings online. The schedule is published on the district website once approved. Changes to the schedule can be made on an as-needed basis.

RECOMMENDATION:

I recommend the approval of the attached proposed 2023 School Board meeting schedule.

2023 School Board Meeting Schedule

Monday, January 9, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, January 23, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, February 13, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, February 27, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, March 13, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, March 27, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, April 10, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, April 24, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, May 8, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, May 22, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, June 12, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, June 26, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, July 10, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, July 24, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, August 14, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, August 28, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, September 11, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, September 25, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, October 9, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, October 23, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, November 13, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall
Monday, November 27, 2023	4:00 pm Study Session	AHS District Office Conf Room
Monday, December 11, 2023	5:30 pm Regular Meeting	AHS Annex Recital Hall



DATE: January 9, 2023
TITLE: Official Newspaper Designation
TYPE: Action
PRESENTER: Chairperson

BACKGROUND:

School districts are required to select an official newspaper for the purpose of publication of official notices and meeting minutes.

RATIONALE:

School districts are legally and morally responsible for keeping the public informed of business being conducted.

RECOMMENDATION:

The Austin Daily Herald meets the requirements for an official newspaper designation and has served as Austin Public School’s official newspaper designation for many years. It is recommended the board approve the Austin Daily Herald as the school district’s official newspaper for 2023 at a rate of \$5.64 per column inch for display ads and a rate of .32 per word for public notice line ads.



DATE: January 9, 2023

TITLE: Legal Counsel

TYPE: Action

PRESENTER: Chairperson

BACKGROUND:

In order to ensure the District is doing everything within its power to handle difficult matters in a fair and lawful manner, legal counsel is sought on an as-needed basis.

RATIONALE:

The law firm of Ratwik, Roszak & Maloney has provided trusted legal advice to the District for numerous years, allowing us to build a strong business relationship with their firm.

RECOMMENDATION:

I recommend the law firm of Ratwik, Roszak & Maloney continue to serve as the District's legal council for 2023. Counsel is used only by District level administration and only after receiving superintendent approval.

DATE: January 9, 2023

TITLE: Establishing Depositories of School District Funds

TYPE: Action

PRESENTER: Andrew Adams, Executive Director of Finance & Operations

Background:

A government entity that receives and disburses funds may deposit the funds only in financial institutions designated by its governing body. The governing body may authorize its treasurer or chief financial officer to make such designations. The government entity may deposit funds in amounts that are federally insured or, if it deposits more than this amount, it must either have the depository furnish a bond or assign collateral to protect the excess deposit.

Rationale:

Each Calendar year the School Board establishes official depositories in accordance with Minnesota Statute 118A.02 subd. 1.

Recommendation:

It is recommended that the school board designate the following banks as depositories for the School District's checking accounts:

Bremer Bank
Home Federal Savings Bank
US Bank

And the following banks and financial institutions as depositories for the investment of School District funds:

Bremer Bank- Austin
US Bank – Austin
Wells Fargo Bank – Austin
Sterling State Bank – Austin

Home Federal Savings Bank – Austin
Security State Bank – Austin
First Farmer’s State Bank – Austin
Farmer’s and Merchant’s Bank – Austin
Wells Fargo Bank – Minneapolis
MN School District Liquid Asset Fund Plus – PFM Asset Management – Harrisburg, PA
Putnam Investor Services – Providence, RI
PMA Financial Network – Naperville, FL
MN Trust – Albertville, MN

And that the Superintendent, Executive Director of Finance and Operations, Controller, and Financial Specialist to be authorized to deposit and withdraw money on behalf of the District to the checking and investment accounts.

DATE: January 9, 2023

TITLE: Authorization of Contract Signers

TYPE: Action

PRESENTER: Andrew Adams, Executive Director of Finance & Operations

Background:

The School Board may resolve to delegate the authority to lease, purchase, and contract for goods to management as allowed under Minnesota Statute. The School Board of Austin Public Schools has historically delegated this authority to the Superintendent, Executive Director of Finance and Operations, and the Controller each January.

Rationale:

The School Board authorization allows management to conduct the daily business affairs of the District between the business meetings in an effective and efficient manner.

Recommendation:

It is recommended that the School Board of Independent School District #492 authorize Joey Page, Superintendent; Andrew Beenken-Adams, Executive Director of Finance and Operations; and Amy Hauser, Controller, to lease, purchase and contract for goods and services within the budget as approved by the School Board, provided any transaction in an amount exceeding the amount for which bids are required, must first be authorized by the School Board and fulfill other applicable requirements pursuant to Minnesota Statutes governing municipal contracting.



DATE: January 9, 2023

TITLE: Authorizing Cosigners of Checks

TYPE: Action

PRESENTER: Andrew Adams, Executive Director of Finance and Operations

BACKGROUND:

The district is required to designate cosigners of checks and the use of their signatures on its check signing machine.

RATIONALE:

With the change in school board officers, comes the need to update the signatures for the District issued checks and its check signing machine. The cosigners are the newly elected chair, clerk and treasurer of the board.

RECOMMENDATION:

I recommend the newly elected chair, clerk and treasurer of the board be designated cosigners of checks and their signatures be used for the check signing machine.



DATE: January 9, 2023
TITLE: Board Annual Allowance
TYPE: Action
PRESENTER: Chairperson

BACKGROUND:

The Board established an annual allowance of \$4,000 per board member. The Board added \$1,200 to the annual allowance for the position of Chair. The annual allowance is dispersed over 26 pay periods.

Current Big 9 School Board Annual Allowances

	<u>Board Member</u>	<u>Chairperson</u>
Albert Lea	3,600	4,200
Austin	4,000	5,200
Faribault	3,300	3,600
Mankato	3,400	4,000
Northfield	3,300	3,900
Owatonna	3,500	4,100
Red Wing	3,200	3,900
Rochester	16,000	17,600
Winona	1,500	1,800

RATIONALE:

The Board is required to set their annual allowance for the year.

RECOMMENDATION:

I recommend the Board establish an annual allowance of _____ per board member with an additional _____ allowance for the position of Chair for the year 2023.

2023 Austin School Board Committee Appointments

School Board Committees

Curriculum/World's Best
Workforce

John Alberts
Katie Baskin

Cece Kroc
Don Leathers
Kathy Green

Facilities

Andrew Adams

Carol McAlister
Evan Sorenson
Peggy Young

Finance

Andrew Adams

Kathy Green
Cece Kroc
Don Leathers

Personnel

John Alberts

Cece Kroc
Kathy Green
Carolyn Dube

Wellness

John Alberts

Kathy Green
Carol McAlister

Representatives

Austin Albert Lea Area Special Education Cooperative

Don Leathers

Austin Leaders Council

Peggy Young

Austin Park and Recreation Board

Cece Kroc

Austin Public Education Foundation

Carolyn Dube

County Collaborative

Carolyn Dube

Minnesota State High School League

Evan Sorenson

Schools for Educational Equity (SEE)

Cece Kroc
Don Leathers

Advisory Council

Activities Council

Katie Carter

Carol McAlister
Don Leathers
Evan Sorenson

Calendar Council

John Alberts

Carolyn Dube
Peggy Young

Community Education Council

Jen Lawhead

Carol McAlister
Carolyn Dube

Early Childhood Family Education
Council

Jen Lawhead

Evan Sorenson
Carolyn Dube

Special Education Advisory Council
(SEAC)

Sheri Willrodt

Cece Kroc
Don Leathers

COMMITTEE DESCRIPTIONS

Activities Council – Committee of board members, coaches, parents and students who discuss policy and procedure as well as ways to improve the co-curricular experiences for our students. Meeting schedule to be determined.

Austin Albert Lea Area Special Education Cooperative – Meets as needed in Austin or in Albert Lea (often via Teams) to review bills, budget and other business.

Austin Leaders Council – Meet with area business leaders the fourth Thursday of each month at 7:00 am in the lower level of the Chamber office to discuss community issues.

Austin Park and Recreation Board - Serve as liaison with Park and Recreation Board. Meetings held the first Wednesday of each month at 5:15 p.m. Appointment approved by City Council.

Austin Public Education Foundation – Meets the first Tuesday of each month at 4:00 p.m. at AHS.

Calendar Council – Meets annually to establish calendar for upcoming school year.

Community Education Council – Virtual meetings every other month. Remaining meetings for 2022-23 school year include 3:30 pm on January 12, March 2 and May 11, 2023.

County Collaborative – Quarterly meetings with area superintendents typically held in the afternoon. The purpose of the committee is to develop a comprehensive system of collaborative service delivery to improve the ability of families to meet the needs of their children.

Curriculum/World's Best Workforce – Committee is established by Minnesota law to provide parents and community members' involvement and input in respect to school programs and curricular offerings. Committee consists of parents, community members, staff, teachers, administrators and school board members. Meetings held every other month from 4 – 5:30 pm in the AHS Conference Room A.

Early Childhood Family Education Council- Meetings held 4 – 5 times throughout school year. Exact times/dates and locations are TBD based on parent feedback. The purpose is to guide programming, learn about and be an advocate for early childhood in the community. Remaining meetings for 2022-23 school year include 5:30 pm on January 24, March 28 and May 16, 2023 at Southgate Elementary.

Facilities - Meets as needed to review district facilities and discuss needed improvements.

Finance – Meets as needed to discuss school finance issues.

Minnesota State High School League – Districts are required to have a designated school board representative who is an authorized voting member of the MSHSL. No meetings to attend.

Personnel – Meets the Tuesday prior to each regular monthly school board meeting at 1:30 pm to discuss personnel issues. Additional meetings scheduled as needed. Also serves as Meet and Confer representatives for meetings taking place two to three times per year.

Schools for Equity in Education (SEE) – General membership meetings held approximately 3 times a year in Minneapolis and regional meetings held three times a year in Owatonna. Meetings include idea sharing, legislative updates and other speakers on important school topics.

Special Education Advisory Council – Meetings held October thru May on the first Wednesday of the month in the District Office Conference Room. All meetings run from 12:00 – 1:00.

Wellness –The committee consists of staff and community members who work to promote healthy practices throughout the district. Meeting schedule to be determined.