

COLUMBIA HEIGHTS PUBLIC SCHOOLS
Independent School District 13
Columbia Heights, Minnesota



Tuesday, January 3, 2017

Columbia Heights Public Schools
District Community Room

7:00 PM

Special Called Meeting
of the Board of Education

I. CALL TO ORDER AND PLEDGE OF ALLEGIANCE

The meeting will open with the Pledge of Allegiance.

II. SWEARING IN OF NEWLY ELECTED BOARD MEMBERS

The Acting School Board Vice Chair will administer the Oath of Office to the newly-elected Board members.

III. APPROVAL OF MEETING AGENDA

The Board will be asked to approve the agenda for tonight's meeting.
Presenter: Acting Chair

IV. ORGANIZATION OF THE BOARD

The School Board Chair will open the nominations for Board offices.
Any Board member may be nominated for any office. A nomination does not require a second. Each office is voted on separately.

A. Election of Chair

4

The Board will elect a School Board Chair.
Presenter: Acting Chair

B. Election of Vice Chair

5

At this point in the meeting, the newly-elected Chair of the Board begins to preside over the meeting. The Board will be asked to elect a Vice Chair.
Presenter: Chair

C. Election of Clerk

6

The Board will be asked to elect a Clerk.
Presenter: Chair

D. Election of Treasurer

7

The Board will be asked to elect a Treasurer.
Presenter: Chair

E. Appointment of Parliamentarian/Adoption of Robert's Rules of

8

Order

The position of parliamentarian is appointed by the Chair. *Robert's Rules of Order Newly Revised*, except where modified by School Board policy, are recommended as the Board's official rules.

Presenter: Chair

- F. **Meeting Dates and Times** 9
The Regular Meetings of the Board of Education have been held on the second and fourth Tuesday of the month at 7:00 p.m. It is recommended that the Board set a meeting day and time that is convenient for the members of the Board.
Presenter: Chair
- G. **Appointment of Board Representatives** 10
The Board will be asked to approve the appointment of Board representatives to standing committees.
Presenter: Chair
- H. **Appointment of Board Building Liaisons** 12
The Board will be asked to approve the appointment of Board liaisons to schools assignments.
Presenter: Chair
- I. **Salaries and Per Diem for Board Members and Board Officers** 13
Salaries and per diem for Board Members and Board Officers will be reviewed and amounts for 2017 will be set by the Board.
Presenter: Chair
- J. **Designation of Depositories** 16
The recommended depositories are included in the suggested resolution.
Presenter: Bill Holmgren, Dir. of Finance and Operations
- K. **Designation of Electronic Transfer Designees** 18
The Board will be asked to appoint designees in processing electronic transfers.
Presenter: Bill Holmgren, Dir. of Finance and Operations
- L. **Designation of Legal Counsel and Contacts** 19
The Board will be asked to appoint legal counsel and contacts.
Presenter: Bill Holmgren, Dir. of Finance and Operations
- M. **Designation of Election Clerk** 20
The Board will be asked to appoint a designee for Election Clerk.
Presenter: Supt. Kelly
- N. **Designation of Official Newspaper** 21
It is recommended that the Sun-Focus be designated as the official newspaper. The Sun-Focus serves the communities of Columbia Heights, Fridley, Hilltop, Mounds View, New Brighton, and St. Anthony and meets the requirements for an official paper. Information on the legal advertising rate effective Jan. 1, 2017 is attached.
Presenter: Bill Holmgren, Dir. of Finance and Operations; Casey

Mahon, Dir. of Communications

V. ADJOURN

We will be electronically conferencing one School Board member from the Majestic Mirage Resort, Punta Cana 23000, Dominican Republic.

Columbia Heights Public Schools create worlds of opportunity for every learner in partnership with supportive small-town communities by challenging all to discover their talents, unleash their potential, and develop tools for lifelong success.

TO: Members of the School Board
Superintendent Kelly

FROM: Acting Chair

RE: Election of School Board Chair

DATE: January 3, 2017

CONTACT PERSON(S): Acting Chair

DISPOSITION: Action

BACKGROUND:

The following chart indicates offices held in the past few years:

YEAR	OFFICE OF: CHAIR	CLERK	TREASURER	VICE CHAIR
March 2013	Bardell	Palmer	Meyer	Larkin
Jan. 2014		Lee	Meyer	Larkin
May 2014	Bardell	Lee	Meyer	Larkin
Jan. 2015	Larkin	Meyer (Palmer 8/15)	Lewis	Landwehr
Jan. 2016	Larkin	Landwehr	Lewis	Palmer

Any Board member may be nominated for any office. A nomination does not require a second.

If only one person is nominated for the position, a motion can be made to cast a unanimous ballot for whichever person is under consideration. If two or more members are nominated for an office, a show of hands or voice vote is necessary.

TO: Members of the School Board
Superintendent Kelly

FROM: Chair

RE: Election of School Board Vice Chair

DATE: January 3, 2017

CONTACT PERSON(S): Chair

DISPOSITION: Action

BACKGROUND:

The following chart indicates offices held in the past few years:

YEAR	OFFICE OF: CHAIR	CLERK	TREASURER	VICE CHAIR
March 2013	Bardell	Palmer	Meyer	Larkin
Jan. 2014		Lee	Meyer	Larkin
May 2014	Bardell	Lee	Meyer	Larkin
Jan. 2015	Larkin	Meyer (Palmer 8/15)	Lewis	Landwehr
Jan. 2016	Larkin	Landwehr	Lewis	Palmer

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If only one person is nominated for the position, a motion can be made to cast a unanimous ballot for whichever person is under consideration. If two or more members are nominated for an office, a show of hands or voice vote is necessary.

TO: Members of the School Board
Superintendent Kelly

FROM: Chair

RE: Election of School Board Clerk

DATE: January 3, 2017

CONTACT PERSON(S): Chair

DISPOSITION: Action

BACKGROUND:

The following chart indicates offices held in the past few years:

YEAR	OFFICE OF: CHAIR	CLERK	TREASURER	VICE CHAIR
March 2013	Bardell	Palmer	Meyer	Larkin
Jan. 2014		Lee	Meyer	Larkin
May 2014	Bardell	Lee	Meyer	Larkin
Jan. 2015	Larkin	Meyer (Palmer 8/15)	Lewis	Landwehr
Jan. 2016	Larkin	Landwehr	Lewis	Landwehr

Any Board member may be nominated for any office. A nomination does not require a second. Each office is usually voted on separately.

If only one person is nominated for the position, a motion can be made to cast a unanimous ballot for whichever person is under consideration. If two or more members are nominated for an office, a show of hands or voice vote is necessary.

TO: Members of the School Board
Superintendent Kelly

FROM: Chair

RE: Election of School Board Treasurer

DATE: January 3, 2017

CONTACT PERSON(S): Chair

DISPOSITION: Action

BACKGROUND:

The following chart indicates offices held in the past few years:

YEAR	OFFICE OF: CHAIR	CLERK	TREASURER	VICE CHAIR
March 2013	Bardell	Palmer	Meyer	Larkin
Jan. 2014		Lee	Meyer	Larkin
May 2014	Bardell	Lee	Meyer	Larkin
Jan. 2015	Larkin	Meyer (Palmer 8/15)	Lewis	Landwehr
Jan. 2016	Larkin	Landwehr	Lewis	Palmer

Any Board member may be nominated for any office. A nomination does not require a second. Each office is usually voted on separately.

If only one person is nominated for the position, a motion can be made to cast a unanimous ballot for whichever person is under consideration. If two or more members are nominated for an office, a show of hands or voice vote is necessary.

TO: Members of the School Board

FROM: School Board Chair

RE: Robert's Rules of Order

DATE: January 3, 2017

CONTACT PERSON(S): School Board Chair

DISPOSITION: Action

BACKGROUND:

The School Board Chair will appoint one of the School Board members as Parliamentarian for the year. The Board will then act on a proposal to adopt *Robert's Rules of Order, Newly Revised*, as the rules of order for the School Board of Columbia Heights Public Schools ISD 13, except where modified by Board policy. The Board Parliamentarian for 2016 has been Ted Landwehr.

RECOMMENDATION

Approval

SUGGESTED MOTION

Motion by _____, seconded by _____, to adopt *Robert's Rules of Order, Newly Revised*, as the rules of order for the for the School Board of Columbia Heights Public Schools ISD 13, except where modified by Board policy and appoint _____ as Parliamentarian for 2017.

TO: School Board Members
Kathy Kelly, Superintendent

FROM: School Board Chair

RE: Meeting Dates and Times

DATE: January 3, 2017

CONTACT PERSON(S): Chair

DISPOSITION: Action

BACKGROUND:

The Regular Meetings of the School Board have been held on the 2nd and 4th Tuesday of the month at 7 p.m., with the exception of December in which the meeting would be on 2nd Tuesday, March in which meeting would be on the 4th Tuesday and July when there would be no meetings. It is recommended that the Board set a meeting day and time that is convenient for the members of the Board. It is also recommended that no new business shall be taken up by the School Board after 10:45 p.m. except by unanimous consent of the Board members. There will be the option of adding a work session. Work sessions have been scheduled the third Tuesday of the month at 5:30 p.m. School Board meetings will be held in the District Community Room.

RECOMMENDATION

Approval

SUGGESTED MOTION

Motion by _____, seconded by _____, to declare that the meeting day and time for the Regular School Board meetings shall be the second and fourth Tuesdays of the month, with the exception of March in which the Regular School Board meeting will be on March 28 (no meeting on March 14 due to spring break) and December in which the meeting would be on December 12th. There would be no meetings in July. There will be the option of adding a work session the third Tuesday of the month at 5:30 p.m. and that no new business shall be taken up by the School Board after 10:45 p.m. except by unanimous consent of the Board members; Board meetings will be held in the District Community Room.

TO: School Board Members
Superintendent
FROM: School Board Chair
RE: Appointment of Board Representatives
DATE: January 3, 2017
CONTACT PERSON(S): Chair
DISPOSITION: Action

BACKGROUND:

The following appointments of Board representatives will be made to standing committees.

APPOINTMENT OF BOARD REPRESENTATIVES: effective immediately

MSBA Legislative Liaison.....	TBD
ECSU	TBD
MN State High School League.....	TBD
TIES.....	TBD
NE Metro Intermediate Dist. 916 Board**	TBD
Liaison to City of Columbia Heights	TBD
Liaison to City of Fridley.....	TBD
Liaison to City of Hilltop	TBD
School Board Policy Sub-Committee.....	TBD, TBD & TBD
Association of Metropolitan School Districts	TBD
Columbia Heights Business Council	TBD

**Additional Honorarium provided with 916 funds (\$5000.00 a year for 13 meetings approximately).

RECOMMENDATION

Action

SUGGESTED MOTION

Motion by _____, seconded by _____, to approve Board Representative Appointments as stated above.

TO: Members of the School Board

FROM: School Board Chair

RE: Salaries and Per Diem for Board Members and Board Officers

DATE: January 3, 2017

CONTACT PERSON(S): School Board Chair

DISPOSITION: Action

BACKGROUND:

Attached for your review is a compensation comparison grid of several area school boards. Also for your review, listed below is the Columbia Heights School Board compensation history.

School Board salaries and per diem for Board members and Board officers:

YEAR	SALARY	ADD'L:			Per diem payments over established salaries for MSBA, etc.
		Chair	Clerk	Treas.	
Jan. 2006	\$400/mo	100/mo	---	---	\$50/day up to 4 hrs \$100/day in excess of 4 hrs.
Jan. 2007	\$400/mo	100/mo	---	---	\$50/day up to 4 hrs \$100/day in excess of 4 hrs.
Jan. 2008	\$500/mo	100/mo	---	---	\$50/day up to 4 hrs \$100/day in excess of 4 hrs.
Jan. 2009	\$500/mo	100/mo	---	---	\$50/day up to 4 hrs \$100/day in excess of 4 hrs.
Jan. 2010	\$500/mo	100/mo	---	---	\$50/day up to 4 hrs. \$100/day in excess of 4 hrs.
Jan. 2011	\$500/mo	100/mo	---	---	\$50/day up to 4 hrs. \$100/day in excess of 4 hrs.
Jan. 2012	\$500/mo	100/mo	---	---	\$50/day up to 4 hrs. \$100/day in excess of 4 hrs.
Jan. 2013	\$500/mo	100/mo	---	---	\$50/day up to 4 hrs. \$100/day in excess of 4 hrs.
Jan. 2014	\$500/mo	100/mo	---	---	\$50/day up to 4 hrs. \$100/day in excess of 4 hrs.
Jan. 2015	\$500/mo	100/mo	---	---	\$50/day up to 4 hrs. \$100/day in excess of 4 hrs.
Jan. 2016	\$500/mo	100/mo	---	---	\$50/day up to 4 hrs. \$100/day in excess of 4 hrs.

These amounts will be reviewed and amounts for 2017 will be set by the Board.

RECOMMENDATION

Approval

SUGGESTED MOTION

Motion by _____, seconded by _____, to set the 2017 salaries for all Board members at \$__ per month; to establish additional compensation for Board officers as follows: Chair \$__ per month; and, furthermore, that all members of the Board may receive per diem payments over the salaries established by the Board of Education for meetings of NSBA, MSBA, mediation sessions and such other meetings as may be approved by the Board and which take the member away from his/her regular obligations of the regular work day or which are held on Saturday or Sunday. Said compensation for the per diem payment to be \$__ per day for up to four hours and \$____ per day in excess of four hours.

2016/2016-17 SCHOOL BOARD COMPENSATION							
DISTRICT	Chairperson	V-Chairperson	Clerk	Treasurer	Directors	Prescheduled Meetings Per Year	Additional Meetings
<u>Centennial</u>	\$5,600	\$5,000	\$5,400	\$5,000	\$4,800	24	As needed
<u>Columbia Hts</u>	\$7,200	\$6,000	\$6,000	\$6,000	\$6,000	21	10
<u>St. Francis*</u>	\$6,079	\$5,459	\$5,459	\$5,459	\$5,459	22	As needed
<u>Spring Lk Pk</u>	\$5,400	\$5,000	\$5,400	\$5,400	\$5,000	20	As needed
<u>SA-NB</u>	\$4,800	\$4,000	\$4,000	\$4,000	\$4,000	23	As needed
<u>Mounds View</u>	\$7,000	\$6,800	\$6,500	\$6,500	\$6,500	25	As needed
<u>NSP-M-Oakd</u>	\$6,200	\$5,700	\$5,700	\$5,700	\$5,700	25	As needed
<u>Roseville</u>	\$6,240	\$4,960	\$4,960	\$4,960	\$4,960	22	As needed
<u>White Bear Lk</u>	\$4,900	\$4,700	\$4,900	\$4,700	\$4,500	22	As needed
<u>Forest Lake</u>	\$5,200	\$4,800	\$5,000	\$5,000	\$4,800	24	As needed
<u>Mahtomedi</u>	\$5,715	\$5,276	\$5,276	\$5,222	\$5,138	21	As needed
<u>So Wash Cty</u>	\$5,399	\$5,399	\$5,399	\$5,399	\$5,399	23	As needed
<u>Stillwater</u>	\$5,250	\$4,750	\$4,750	\$4,750	\$4,750	24	As needed
<u>Fridley</u>	\$5,075	\$4,835	\$4,835	\$4,835	\$4,835	12	See note
<u>NE Metro 916</u>	\$5,700	\$5,100	\$5,200	\$5,100	\$5,000	16	As needed
Average	\$5,717	\$5,185	\$5,252	\$5,202	\$5,123	22	10
Average w/o highest and lowest	\$5,674	\$5,152	\$5,252	\$5,194	\$5,103		
NOTES:							
*St. Francis - Plus mileage to meetings other than school board meetings and \$50.00 for 4 hours or less and \$100.00 for over 4 hours for negotiation committee meeting only.							
Fridley - Each meeting includes a business meeting, work session, and public forum.							
12/19/2016							

TO: Kathy Kelly, Superintendent
Members of the School Board

FROM: Bill Holmgren, Director of Finance and Operations

RE: Designation of Depositories

DATE: January 3, 2017

CONTACT PERSON(S): Bill Holmgren

DISPOSITION: Action

BACKGROUND:

The recommended depositories are included in the attached resolution.

RECOMMENDATION

Approval

SUGGESTED MOTION

Motion by _____, seconded by _____, to approve the adoption of the following resolution: *(see attached)*

COLUMBIA HEIGHTS PUBLIC SCHOOLS
Independent School District 13
Columbia Heights, Minnesota
BOARD OF EDUCATION

RESOLUTION DESIGNATING DEPOSITORIES

BE IT RESOLVED, that the following be designated as depositories for certain monies of this School District and as such are authorized and directed to honor and/or pay checks or orders, when signed by the Treasurer and the Clerk, for the withdrawal or transfer of funds on deposit in said bank in whatever form:

LaSalle National Bank
US Bank
Northeast Bank
Minnesota School District Liquid Asset Fund Plus (MSDLAF+)
Wells Fargo

BE IT FURTHER RESOLVED that the following investment brokers are hereby authorized and directed to honor orders, when signed by the Treasurer and the Clerk, for the withdrawal or transfer of funds on deposit in said instructions in whatever form:

Morgan Stanley
PMA Financial Network

BE IT FURTHER RESOLVED, that in case such deposits in the designated banks shall at any time exceed \$250,000 (two hundred and fifty thousand dollars) said depository shall immediately furnish bond or securities in lieu of bond according to law, and the Federal Reserve Bank of Minneapolis, Minnesota or any of the aforementioned depositories are hereby designated as the place for the safekeeping for all securities furnished in lieu of such bond.

School Board Chair

Kathy Kelly
Superintendent of Schools

Date

Date

TO: School Board Members
Kathy Kelly, Superintendent

FROM: Bill Holmgren, Director of Finance and Operations

RE: Electronic Transfer Designees

DATE: January 3, 2017

CONTACT PERSON(S): Bill Holmgren

DISPOSITION: Action

BACKGROUND:

The Board will be asked to appoint designees for processing electronic transfers. The designees are Bill Holmgren, Director of Finance and Operations; Mark Patterson, District Accountant.

RECOMMENDATION

Approval

SUGGESTED MOTION

Motion by _____, seconded by _____, to appoint Bill Holmgren and District Accountant, Mark Patterson, as its designees in processing electronic transfers.

TO: Members of the School Board
Kathy L. Kelly, Superintendent

FROM: Bill Holmgren, Dir. of Finance and Operations

RE: Designation of Legal Counsel and Contacts

DATE: January 3, 2017

CONTACT PERSON(S): Bill Holmgren

DISPOSITION: Action

BACKGROUND:

The Board will be asked to appoint designees as legal counsel as noted in the motion below. Karen Kepple of Northeast Metro 916, Laura Tubbs Booth of Booth & Lavorato LLC, Joseph Langel of Ratwik, Roszak, and Moloney, P.A. and Thomas Deans of Knutson Flynn & Deans P.A.

RECOMMENDATION

Approval

SUGGESTED MOTION

Motion by _____, seconded by _____, to appoint Karen Kepple, Laura Tubbs Booth, Joseph Langle and Thomas Deans as its legal counsel designees. The contacts shall be School Board Chair and Superintendent, and/or her designee.

TO: Members of the School Board
FROM: Kathy L. Kelly, Superintendent
RE: Designation of Election Clerk
DATE: January 3, 2017
CONTACT PERSON(S): Kathy Kelly
DISPOSITION: Action

BACKGROUND:

The Board will be asked to appoint a designee as election clerk. The designee would be Dawn Hoium. She has been trained and served in this position since 2007.

RECOMMENDATION

Approval

SUGGESTED MOTION

Motion by _____, seconded by _____, to appoint Dawn Hoium as its election clerk designee.

TO: Members of the School Board
Kathy Kelly, Superintendent

FROM: Bill Holmgren, Dir. of Finance and Operations
Casey Mahon, Dir. of Communications

RE: Designation of Official Newspaper

DATE: January 3, 2017

CONTACT PERSON(S): Bill Holmgren, Casey Mahon

DISPOSITION: Action

BACKGROUND:

Attached please find a letter from *Sun-Focus* that provides information on the legal advertising rate effective January 1, 2017.

RECOMMENDATION

Approval

SUGGESTED MOTION

Motion by _____, seconded by _____, to designate the *Sun-Focus* as the official newspaper for the Columbia Heights Public School District's official publications.



December 2016

School District 13
Ms. Kathy L. Kelly, Superintendent
1440 - 49th Avenue NE
Columbia Helghts, MN 55421

Dear Ms. Kelly:

Please accept the following bid from the **Columbia Helghts/Fridley Sun-Focus** for legal newspaper designation for School District 13. This newspaper is qualified by the State of Minnesota as a legal newspaper under Minnesota Statutes Section 331A.02, Subd. 1.

The following rate structure for legals is effective January 1, 2017:

First insertion:	\$11.75 per column inch
Subsequent insertions:	\$6.50 per column inch
Characters per inch:	320
Lines per inch:	9

A notarized affidavit will be provided for each notice published. Additional affidavits are \$2.50 each. A \$20.00 charge will be assessed on legal notices that require typing. All published legal notices are posted on the *Sun-Focus* website at no additional charge.

The *Sun-Focus* is published weekly on Fridays. The deadline is 11:00 a.m. on Monday for publication on Friday of the same week. Please email legal notices to **publicnotice@ecm-inc.com**.

Thank you for considering the *Sun-Focus* as the official newspaper for School District 13 for the upcoming year. We appreciate the opportunity to serve the needs of your district.

Sincerely,

A handwritten signature in black ink that reads "Michael Jetchick". The signature is written in a cursive style.

Michael Jetchick
Sales Manager