



1000 Fifth Avenue SE, Hutchinson, Minnesota 55350

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Official Board Meeting Agenda  
Monday, July 18, 2016 – 5:30 p.m. – NDMA

1. Call Meeting to Order – Roll Call
2. Welcome/Introduction of Guests
3. Spotlight Report
4. Approval of Agenda
5. Board of Directors Code of Ethics
6. Election of Officers
  - a. Chair
  - b. Vice Chair
  - c. Secretary
  - d. Treasurer
7. Approval of Consent Agenda
  - a. Minutes of June 20, 2016 Meeting
  - b. Submitted Committee Reports
  - c. Personnel changes – approve resignation, dismissal and new employments as submitted.
8. Financial Reports
  - a. Receive June 2016 financial statements
  - b. Approve June 2016 expenditures and receipts report
  - c. Receive multi-year budget projection
  - d. Receive Property/Liability/Workers Compensation Insurance Renewal Information
  - e. Receive Workers Compensation Renewal calculation
9. Reports
  - a. Executive & Associate Directors
    - i. Environmental Education Update
    - ii. Academic Testing and Achievement Update
    - iii. Enrollment Update
    - iv. Activities and Happenings related to the school, staff, students, families, community
10. Old Business
11. New Business
  - a. Board Meeting Schedule
    - i. Day of the month
    - ii. Start time
    - iii. Location
  - b. Board Members Conflict of Interest Disclosure
    - i. Authorizer Statement of Assurances
    - ii. Building Lease
    - iii. Contracts/Board Agenda Items
  - c. Committee Assignments
    - i. Finance Committee
    - ii. Policy/Governance Committee
    - iii. Marketing Committee
    - iv. Joint Technology Committee
    - v. Joint Facilities Committee

- vi. NDMA Instructional Leadership Team
  - d. Designation of Business Manager
    - i. Chuck Herdegen
  - e. Designation of Depositories
    - i. Citizens Bank and Trust, Hutchinson, MN
      - 1. Approve authorized signers on accounts
        - a. Board Chair
        - b. Board Treasurer
        - c. Board Appointed Administrator(s)
        - d. Business Manager
    - ii. MN School District Liquid Assets Fund (and financial institutions designated by the Fund for investments)
  - f. Delegation of Authority to make electronic funds transfers
    - i. Chuck Herdegen, or his designee at Beltz, Kes, Darling and Associates
    - ii. Board Chair
    - iii. Board Treasurer
    - iv. Board Appointed Administrator
    - v. Electronic Funds Transfers can be made for:
      - i. A claim for payment from an imprest payroll bank account or investment of excess money
      - ii. Payment of federal, state, and unemployment taxes (deductions and/or benefits)
      - iii. Payment of contributions to the Teachers Retirement Association (TRA) and the Public Employee Retirement Association (PERA) (deductions and benefits)
      - iv. Payment of other payroll related deductions and benefits (when appropriate)
      - v. Monthly building lease payments
      - vi. Monthly payment of credit card charges
      - vii. Vendor payments (when appropriate)
      - viii. Draws and repayments for line of credit
      - ix. Other payments as approved by the school board
  - g. Credit Card Authorization – Employees authorized to have school issued card and credit limits
  - h. Approval of Daily and Hourly Rates of Pay
  - i. Designation of Official Newspaper (required for posting of public notices)– Hutchinson Leader
  - j. Designate MDE Identified official with authority
  - k. Designate Title Grant programs authorized representative
  - l. Approve revised Finance Committee Meeting Minutes from January 2016
  - m. Approve contract with *West Metro Learning Connection* for Autism Spectrum Disorder (ASD) services
  - n. Approve contract with *Laura Tubbs Booth* for legal services
  - o. Approve contract with *Tamera Pulver* for Special Education Director services
  - p. Approve contract with *McLeod County Public Health* for Nursing Services
  - q. Set date and time to begin board training
12. Upcoming Meetings/Events/Announcements
- a. Next board meeting, August 15, 2016 – 5:30 p.m.
  - b. Technology Committee Meeting
  - c. Joint Facilities Committee Meeting
  - d. Finance Committee Meeting, August 8, 2016 – 1:00 p.m.
  - e. Marketing Committee Meeting
  - f. Policy/Governance Committee Meeting, August 1, 2016 – 1:00 p.m.
  - g. NDMA Open Houses, August 11, 2016 – 6:30 p.m.
  - h. Charter School Conference, July 27, 2016
  - i. Cokato Corn Carnival Parade, August 8, 2016 – 6:00 p.m.
  - j. McLeod County Fair, August 17-21, 2016
13. Adjournment