



HIAWATHA VALLEY EDUCATION DISTRICT #6013

BOARD OF DIRECTORS

Organizational Meeting

Wednesday, January 28, 2015, 7:30 PM

HIAWATHA VALLEY EDUCATION DISTRICT

BOARD OF DIRECTORS' ORGANIZATIONAL MEETING
WEDNESDAY, JANUARY 28, 2015, 7:30 P.M.

HIAWATHA VALLEY EDUCATION DISTRICT
WINONA, MINNESOTA 55987

AGENDA

1. CALL TO ORDER
2. ROLL CALL
3. ELECTION OF OFFICERS

The following officers are elected at the annual meeting for the Hiawatha Valley Education District: Chair, Vice Chair, and Clerk/Treasurer. The Chair and Clerk/Treasurer assume the greater duties of these three elected positions, since one or both of these officers meet with the Executive Director to review Board agendas.

4. PUBLIC COMMENTS ARE HEARD, LIMITED TO FIVE MINUTES PER PERSON
5. PRESENTATION / ACTION

Kimberly Hillberg, CPA from the CliftonLarsonAllen Accounting Firm, will be present to review HVED Financial Statements, together with an Executive Audit Summary (EAS), for the period ending June 30, 2014 .

The Board is asked to accept the Auditor's Report as presented for the period ending June 30, 2014.

Action _____

6. HVED UPDATES

Members of the HVED Administrative Team will be present to give updates to the Board on their cluster or program activities.

7. CONSENT AGENDA

- November 19, 2014 meeting minutes
- January 28, 2015 agenda
- Authorization of payment of accounts payable
- Payroll transfers
- Wire transfers

Action _____

8. ORGANIZATIONAL BUSINESS

- A. Set Board meeting dates and times for the fourth Wednesday of each month, meeting at Hiawatha Valley Education District, with the following exceptions:
 - November 18, 2015 meeting will be held on the third Wednesday of November so as not to conflict with the Thanksgiving holiday
 - December 16, 2015 meeting will be held on the third Wednesday of December so as not to conflict with the Christmas holiday
- B. Review Agreement and Bylaws
- C. Appointments to Committees

BUILDING & GROUNDS	CURRICULUM/ PROGRAM DEVELOPMENT	FINANCE	INSURANCE	PERSONNEL	TECHNOLOGY
Andy Hamilton Glenn Haupt Kelly McHenry Aaron Solum	Dawn Balow Glenn Haupt Valarie Howe Philip Rosendale	Jeff Boggs Jim Freihammer Glenn Haupt Bruce Klaehn Gary Kuphal Ron Pagel Philip Rosendale Ron Wilke	Glenn Haupt Karen Polyard Debra Rasmussen David Ruen Rita Young	Glenn Haupt Amanda King Ron Pagel Philip Rosendale Aaron Solum	Mary Feathergill Andy Hamilton Glenn Haupt Valarie Howe

The HVED Curriculum/Programs Committee meets twice each year or more frequently if needed. Duties include the following:

1. Review program proposals before Board action
2. Review and suggest any changes to Education District programs
3. Review and recommend program reductions

The Personnel Committee meets on an as-needed basis. Duties of the Personnel Committee include:

1. Negotiate with HVED employee groups such as the Hiawatha Valley Education Association, Executive Director, Special Education Directors, Office/HR Manager, Business Manager, Data Management Coordinator and IT Coordinator
2. Hear employee concerns and formulate any needed recommendations to the Board
3. One member of this committee reviews performance of the Executive Director with officers of this Board
4. The Personnel Committee is comprised of the Chair, Vice-Chair (when needed), Clerk/Treasurer and other members as needed.

- D. Per Diem and Mileage for Education District Board Members: Board Members shall receive \$100.00 per Board meeting and/or special meeting (1-5 hours) attended. Attendance at special meetings in excess of 6 hours per day shall be at \$150 per meeting. A special meeting is defined as any meeting lasting at least one hour in length that is held at a time other than a regularly scheduled Board meeting. Board Members are also permitted to claim mileage reimbursement at the IRS rate (currently 57.5 cents per mile). The Attorney General has ruled that an Education District may not compensate District Board Members for travel between their home and Education District Board meetings. It is the

Education Districts’ understanding that, in the case of Joint Powers and Co-ops, Education District Board Members may be reimbursed for mileage from the district site and the Joint Powers or Co-op site.

- E. Designate Law Firm Ratwik, Roszak & Maloney, P.A. to handle legal affairs.
- F. Authorization for investments: It is proposed that the Board grant the Executive Director or Business Manager authority to make investments with Education District funds, with corroboration by the HVED Board Chair and Clerk/Treasurer. Past practice has indicated that making investments is primarily a transfer of revenue to MSDLAF+.
- G. Authorization of official depository:
 - 1. Merchants Bank (locally)
 - 2. Minnesota School District Liquid Asset Fund Plus (for investment and primary checking account)
- H. Authorize HVED Executive Director to sign all HVED contracts, leases, or other agreements into which the managing Board has entered
- I. Authorization of signatures – use of facsimile signatures for payroll and finance
- J. Approve Education District memberships as follows:

Organization	Staff Member	Enrollment Period	Fee
Association for Supervision and Curriculum Development (ASCD)	Glenn Haupt, Executive Director	July 1, 2014 to June 30, 2015	\$49
Council for Exceptional Children (CEC)	Glenn Haupt, Executive Director	January 2015 to December 31, 2015	\$230
Crisis Prevention Institute (CPI)	Cheryl Polacheck, Behavior Interventionist	October 2014 to September 30, 2015	\$150
Crisis Prevention Institute (CPI)	Kathryn Swanson, Behavior Interventionist	December 2014 to December 13, 2015	
Crisis Prevention Institute (CPI)	Amy Mahlke, Special Education Coordinator	April 2014 to April 30, 2015	\$150
Minnesota Administrators for Special Education (MASE)	Glenn Haupt, Executive Director	July 1, 2014 to June 30, 2015	\$1,135
Minnesota Administrators for Special Education (MASE)	Nicholas Duchateau, Director	July 1, 2014 to June 30, 2015	\$435
Minnesota Administrators for Special Education (MASE)	Simoine Bolin, Director	July 1, 2014 to June 30, 2015	\$435
Minnesota Administrators for Special Education (MASE)	Teresa Goodier, Director	July 1, 2014 to June 30, 2015	\$435
Minnesota Administrators for Special Education (MASE)	Donald Scheckel, Director	July 1, 2014 to June 30, 2015	\$435
Minnesota Association of Educational Office Professionals (MAEOP)	Dina Green, Office/HR Manager	July 1, 2014 to June 30, 2015	\$35
Minnesota Association of Educational Office Professionals (MAEOP)	Sue Graf, Administrative Assistant	July 1, 2014 to June 30, 2015	\$35
Minnesota Association of School Administration (MASA)	Online Recruiting	January 1, 2015 to December 31, 2015	\$101

Minnesota Association of School Business Officials (MASBO)	Letty Hornberg, Business Manager	July 1, 2014 to June 30, 2015	\$110
Minnesota School Board Association (MSBA)	HVED-MN Liquid Assets Fund	July 1, 2014 to June 30, 2015	\$1,805
Minnesota School Board Association (MSBA)	Simoine Bolin, Director	July 1, 2014 to June 30, 2015	\$75
National Association of Secondary School Principals (NASSP)	Nicholas Christensen, ALC Supervisor	October 27, 2014 to October 31, 2015	\$215
Society for Human Resources Management (SHRM)	Dina Green, Human Resources Manager	January 2015 to January 2016 (renewal)	\$170
Society for Human Resources Management (SHRM)	Kelly McHenry, Administrative Assistant	January 2015 to January 2016 (new membership)	\$190
Southeast Service Cooperative (SSC)	HVED Staff Training	July 1, 2014 to June 30, 2015	\$434
SpEd Forms	All HVED Member Districts (not paid yet)	February 2015 to January 31, 2016	\$12,015
Teachers-Teachers.com	Online Recruiting	July 1, 2014 to June 30, 2015	\$950

Action _____

9. PERSONNEL ITEMS

- A. The Board is asked to approve employment of Mary Fellows, Paraprofessional for the SAIL Program in Kellogg. Ms. Fellows, a Child Specific Para, will be employed eight hours per day beginning on November 25, 2014. Hourly rate of pay is \$16.63.

Action _____

- B. The Board is asked to approve a request to retire from Nancy Glasenapp, School Psychologist, effective at the end of the day on January 23, 2015.

Action _____

- C. The Board is asked to approve an additional ten (10) days for Debra Rasmussen, Payroll & Benefits Coordinator, beginning with the 2014-2015 school year.

Action _____

- D. The Board is asked to accept the resignation of Jeremy Husfeldt, School Psychologist, effective at the end of the day on January 9, 2015.

Action _____

10. ACTION ITEMS

A. The Board is asked to accept the recommendation of the Superintendents’ Advisory Council and approve posting for a full-time Autism Teacher and full-time Autism Paraprofessional to work in the WIN Program in Caledonia.

The Board is also asked to approve posting for an additional Child Specific Paraprofessional for the WIN Program in Caledonia.

Action_____

B. The Board is asked to approve a Personal Service Contract with Michael Young, School Psychologist, to provide services to students enrolled in the Minnesota Virtual Academy. The contract is for approximately 95 days during the 2014-2015 school year, at an hourly rate of \$75. Mileage will be reimbursed at the IRS rate.

Action_____

C. The Board is asked to approve a Purchase of Service Agreement for Speech and Language Services with the Plainview-Elgin-Millville School District for the 2014-2015 school year.

Action_____

11. EXECUTIVE DIRECTOR COMMENTS

12. BOARD COMMENTS

13. ADJOURNMENT