

**ST. CROIX RIVER  
EDUCATION DISTRICT  
UNAPPROVED  
MINUTES OF THE  
ST. CROIX RIVER  
EDUCATION DISTRICT  
GOVERNING BOARD  
MEETING  
6:00 PM TUESDAY,  
JUNE 19TH, 2018**

The Governing Board of the St. Croix River Education District met on June 19th, 2018. In attendance were Board members Dani Strenke, Chisago Lakes; Julie Domogalla, East Central; Mary Ellen Von Rueden, Hinckley/Finlayson; Sarah Grovender, North Branch; Wendy Leibel, Pine City and Scott Tryon, Rush City. Others present: Jamie Nord, Executive Director, Nicole Woodward, Director of Special Education and Suzanne Hischer, Business Manager.

The meeting was called to order at 6:01 pm by Chairman Tryon.

Motion by M. Von Rueden to approve the agenda as presented and seconded by S. Grovender.

Carried unanimously.

Approval of Consent Agenda: The consent agenda is used for those items on the agenda that usually do not require discussion or explanation as to the reason for board action. At the request of any Governing Board member, an item shall be removed from the consent agenda and placed on the regular agenda for discussion. Motion by J. Domogalla to approve the consent agenda and seconded by W. Leibel. Carried unanimously.

• Minutes

o Approval of previous meeting's minutes: Minutes of the May 8th, 2018 meeting are enclosed for your approval.

• Obligations

o Bills Report : Bills to date for the month of May 2018 plus additional bills.

• Policies

o Approve revisions regarding lodging guidelines in SCRED Policy #2 Reimbursement of Travel Costs

• Personnel

• Professional Learning

o Out of district meetings/trainings for SCRED staff for June 2018

o District staff participating in SCRED staff development activities

• Tenure

o Approve tenure recommendation for: Amber Stumne, Wendy Stutgen, Nic van Oss,

Kalie VanMeveren, Kyra Heidelburger, Rob Benner, Christina Cariveau, Raycheal Zamora, Caiti Knudson

Communications: Special Services - Nicole Woodward, Director of Special Education, reported out on SCRED-wide themes in the child count data for December 1, 2017. She also shared SCRED-wide CIMP results and themes for 2018, as well as next steps regarding professional learning to address areas of need. Woodward provided a brief update on the MDE Self-Review process and noted that all citations have been corrected and no corrective action is needed during the 2018-19 school year. Nord indicated that the last SCRED newsletter of the school year recognized the "everyday champions" who are making a difference in the lives of the students they serve each and every day, as well as those SCRED staff recognized by their peers through the SCRED Annual Awards.

Reports: Nothing to report

Review/Discussion Items: Nothing to review or discuss

Action Items: Nord reviewed the following new SCRED Policies for Employees/Personnel noting the only revisions included changing School District to Education District, Superintendent to Executive Director and School Board to Governing Board: 401 Equal Employment Opportunity; 402 Disability Non discrimination Policy; 406 Public and Private Personnel Data; 410 Family and Medical Leave Policy; 412 Expense Reimbursement; 413 Harassment and Violence; 417 Chemical Use and Abuse; 418 Drug-Free Workplace/Drug-Free School; 419 Tobacco-Free Environment and 427 Workload Limits for Certain Special Education Teachers. Motion by S. Grovender to approve Series 400 SCRED Policies for Employees/Personnel and seconded by M. Von Rueden. Carried unanimously.

Nord presented the Policy Series 500-900, noting the Attorney was consulted regarding the policy series to see if SCRED could adopt, apply, and enforce the policies of the school district in which the program is located versus developing its own: 500 Student Policies for SCRED-Hosted Program; 600 Education Program Policies for SCRED-Hosted Programs; 700 Non-Instructional Operation Policies for SCRED-Hosted Programs; 800 Buildings and Sites Policies for SCRED-Hosted Programs and 900 School District-Community Relations Policies for SCRED-Hosted Programs. Motion by J. Domogalla to approve Series 500-900 and seconded by D. Strenke. Carried unanimously.

Hischer presented a Motion to Authorize Payment Prior to Board Meeting for Accounts Payable that included the following: Payroll; FICA, PERA, TRA; Insurance premiums; Telephone expense; Travel expense to staff; Rent; Utilities; Federal sub-award payments to member districts; Supplies and Equipment as approved by the Executive Director or Business Manager; Contracts for services; and Advertising for employment. Motion by J. Domogalla to approve the Motion as presented and seconded by W. Leibel. Carried unanimously.

Hischer also presented the following Resolution to Authorize the Issuance of Individual Procurement Cards:

WHEREAS, the School Board has authority to authorize the purchase of goods and services by use of Procurement Cards; and

WHEREAS, the Minnesota Association of School Administrators "MASA") has entered into an Administration Agreement with PFM Financial Services LLC, to administer, on behalf of participating school districts in the State of Minnesota, a Procurement Card system. The Procurement Cards will be issued to individual authorized employees of the district, by the Bank of Montreal, a Canadian chartered bank with a branch at 115 South LaSalle Street, Chicago, IL 60603 with established limits and purpose; and

WHEREAS, it is the desire of the Governing Board to enable each authorized individual employee to procure authorized supplies and services for School District purposes in order to facilitate creative pedagogical processes and efficient School District operations; and

WHEREAS, it is the desire of the Governing Board to reduce the economic burden on the resources of the School District by increasing efficiency and reducing the administrative costs of the School District and to respond to the exigencies of the day-to-day operations in accordance with the procurement process as established by Minnesota Statutes; and

WHEREAS, the Governing Board recognizes that the Procurement Card is neither a substitute for public bidding nor the School District's existing procurement program, and that the Procurement Card Program is not being implemented for the purpose of bid splitting and/or the avoidance of the statutorily mandated public bidding process; and

WHEREAS, the Governing Board recognizes the economic and financial savings and benefits to be gained by establishing an electronic Procurement Card system and sponsors and endorses the Corporate MasterCard Procurement Card Program;

NOW, THEREFORE, BE IT RESOLVED by the Governing Board of St. Croix River

Education District No. 6009 State of Minnesota, as follows:

1. The Chair, Clerk, Executive Director, or Business Manager are authorized to enter into an Agreement with the Bank to secure Procurement Cards for each authorized employee of the School District under such terms and conditions as approved by its legal counsel and the Governing Board.

2. As a condition precedent to receiving the Procurement Card, each authorized employee shall execute a Procurement Card Use Agreement.

3. As a condition precedent to receiving the Procurement Card, [the Governing Board/Business Manager or designee] shall establish a monetary limit of authority for each employee's use of the Procurement Card.

4. As a condition precedent to issuance of a Procurement Card, [the Governing Board/Business Manager or designee] shall establish in writing purchasing parameters in accordance with the law including but not limited to: (a) a listing of goods and services which may be procured using the Card; (b) authorized vendors; (c) daily/weekly/monthly/annual monetary Procurement Card limits for each employee recipient of the Procurement Card. Employee recipients shall submit a list of School District goods and services to be annually purchased with the card, which shall be approved in writing by [the Governing Board/Business Manager or designee].

5. As a condition precedent to receiving the Procurement Card, each employee recipient shall sign an Agreement of Indemnity, which is included in the Procurement Card Use Agreement.

6. The Governing Board hereby expressly authorizes the Chair, Clerk, Executive Director and Business Manager to execute the Procurement Card Use Agreement on its behalf.

7. Upon receipt and use of a Procurement Card, the cardholder shall submit receipts and such information as periodically requested by [the Governing Board/Business Manager or designee].

8. The Executive Director shall establish procedures and internal controls to implement this program, to ensure that Procurement Cards are being used only for authorized school district business purposes and in compliance with applicable law, and to allow for easily verifiable audits of their use. These procedures and internal controls and any changes thereto shall be submitted to the Governing Board at least annually for its review and input.

Motion by J. Domogalla to approve the Resolution as presented and seconded by M. Von Rueden.

Carried unanimously.

Director's Report: Nord shared the Executive Director's Goals for 2018-19. Nord also shared an update on the SCRED Transition to take place July 1, 2018 -- SCRED as Employer/Fiscal Host and SCRED Hosting Student Programs. All of the details for the transition have been going smoothly to date. The Legislative Forum is October 9th from 5:00-8:00 pm at The Spare Room in Rush City.

The next meeting is Tuesday, July 10th, 2018 at 5:30 pm in the SCRED training center.

There being no further business, motion by M. Von Rueden to adjourn and seconded by W. Leibel.

Carried unanimously. Meeting adjourned at 6:46 pm.

Respectfully Submitted,

Julie Domogalla,

Governing Board Clerk

Published in the

ECM Post Review

July 4, 2018

830863