

**ORONO INDEPENDENT SCHOOL DISTRICT NO. 278
CONDENSED MINUTES OF THE ANNUAL MEETING OF THE BOARD OF EDUCATION OF
HELD ON JANUARY 8, 2018**

The annual meeting of the Board of Education of Orono Independent School District No. 278 was held on Monday, January 8, 2018 and called to order by acting board chair Bob Tunheim at 7:02 p.m.

Present: Bob Tunheim, Martha Van de Ven, Mike Bash, Dick Lewis, Sarah Borchers, Laura Wallander, John Morstad

Absent: Karen Orcutt

3. Oath of Office to Newly Elected/Re-elected School Board Members

Acting Board Chair Bob Tunheim administered the ceremonial oath of office to Sarah Borchers and Martha Van de Ven who were re-elected on November 7, 2017 to terms ending on December 31, 2021.

Acting vice-chair Martha Van de Ven administered the ceremonial oath of office to Bob Tunheim who was re-elected on November 7, 2017 to a term ending on December 31, 2021.

4. Election of School Board Officers

Acting Chair Bob Tunheim presided over the election of school board officers for 2018 by opening up the floor for nominations.

Martha Van de Ven MOVED, Dick Lewis seconded, that Bob Tunheim be nominated as chairperson and requested that nominations be closed.

Sarah Borchers MOVED, Mike Bash seconded, that Martha Van de Ven be nominated as vice chairperson and requested that nominations be closed.

Sarah Borchers MOVED, Dick Lewis seconded, that Mike Bash be nominated as clerk and requested that nominations be closed.

Mike Bash MOVED, Sarah Borchers seconded, that Dick Lewis be nominated as treasurer and requested that nominations be closed.

All members voted aye to all nominations. Motion carried.

5. - Set Salaries of the School Board Clerk and Treasurer

Martha Van de Ven MOVED, Mike Bash seconded, that the yearly salary for both the school board clerk and the school board treasurer be set at \$0 or the minimum required by law as set by state statute. All members voted aye to all nominations. Motion carried.

6. - Consideration of Agenda

Board member Mike Bash requested item 7B, Personnel Recommendations, be removed from the Consent Agenda as a separate action item.

7. - Consent Agenda

UPON MOTION BY Dick Lewis, seconded by Sarah Borchers, the Board of Education approved the consent agenda as follows:

- approved the minutes of a regular board meeting – December 11, 2017
- accepted donations in the amount of \$26,552.95
- designated the Director of Business Services as the administrator to review all collateral obtained from financial institutions to cover investments and bank deposits;
- approved the treasurer's report from November, 2017
- approved electronic fund transfers from November, 2017
- approved bill vouchers 201568-201845, 300000-300014, EP register 8005738-8005751 and control pay advance vouchers 4828-4842.

Motion carried.

7B. - Personnel Report

UPON MOTION BY Mike Bash, seconded by Martha Van de Ven, that the personnel report be approved and the retirement of Orono High School Principal Dave Benson be accepted with deep regret.

The motion included the following personnel changes:

- approved the appointment of Rita Blackstad, retired teacher, as science teacher, at Orono Middle School, effective January 3, 2018 through June 8, 2018
- approved the leave of absence for Pam Brinkhaus, science teacher at Orono Middle School, effective January 3, 2018 through June 8, 2018.
- approved the mobility leave of absence, according to Section 8.3 of the Master Agreement, for Heidi Mohagen, challenge teacher at Orono Public Schools, effective beginning July 1, 2018.
- approved the resignation due to retirement of David Benson, principal at Orono High School, effective June 30, 2018.
- approved the appointment of Kari Ramstrom, as media center clerk, at Orono Schumann Elementary School and Orono Intermediate School, effective January 3, 2018
- approved the leave of absence for Amy Groschen, accounts payable specialist at Orono Public Schools, effective approximately April 2, 2018 through June 18, 2018.

Motion carried.

8. - Superintendent's "Report on Excellence"

9. - Board Members Questions and Comments

10. - Community Members Questions and Comments

No community members came forward.

11. - Old Business

11A. Indoor Activities Center Construction Update

John Morstad, Director of Business Services updated the board on the Indoor Activities Center Construction and presented a construction timeline to the Board.

11B. Other Old Business as Necessary

No other business was brought forward.

12. - New Business

12A. - Orono High School Registration Guide

Orono High School Principal Dave Benson presented the 2018-2019 Orono High School Registration Guide. Mr. Benson discussed new course offerings for the 2018-2019 school year and highlighted the new AP Capstone program.

The Board expressed deep appreciation for Mr. Benson's leadership at the high school.

UPON MOTION BY Mike Bash, seconded by Sarah Borchers, the Board of Education approved the 2018-2019 Orono High School Registration Guide.

Motion carried.

12B - Designation/Approval

12-B-1. - Official Local Depositories

UPON MOTION BY Martha Van de Ven, seconded by Mike Bash, the Board of Education designated the Lake Community Bank, the Bank of Maple Plain, and MN Trust, and MN School District Liquid Asset Fund Plus as depositories for the regular funds of this school district and the officers of the Board of Education are hereby authorized in the name of and on behalf of the Board of Education to open or cause to be opened or to continue or cause to be continued accounts with said banks and to execute and deliver to said banks, signature cards supplied by said banks containing said banks usual customer agreement applicable to such accounts and the signatures of the officers or other persons hereinafter named are hereby authorized to act for and on behalf of the Board of Education or otherwise to endorse or cause to be endorsed, to negotiate or cause to be negotiated, or to deposit or cause to be deposited in such accounts any money, checks, drafts, orders, notes or other instruments payable or held by this Board of Education. Said officers are Bob Tunheim (chair), Martha Van de Ven (vice chair) and Dick Lewis (treasurer).

Motion carried.

12-B- 2. - Official Investment Depositories and Transfer of Funds

UPON MOTION BY Mike Bash, seconded by Martha Van de Ven, the Board of Education approved the following investment depositories and authorizes John Morstad, Director of Business Services and Lauren Syrup, Controller to transfer funds among these financial institutions for investment purposes:

- 1) Wells Fargo Bank of Minneapolis

- 2) US Bank
- 3) Minnesota School District Liquid Asset Fund Plus
- 4) Lake Community Bank
- 5) Bank of Maple Plain
- 6) Eaton Vance Investors Fund, Inc.
- 7) PMA Financial Network, Inc.
- 8) MN Trust
- 9) Dreyfus

Motion carried.

12-B-3. - Official Publication

UPON MOTION BY Mike Bash, seconded by Sarah Borchers, the Board of Education approved the LAKER/PIONEER as the District's official publication.

Motion carried.

12-B-4. - Office of the Clerk

UPON MOTION BY Martha Van de Ven, seconded by Laura Wallander, the Board of Education approved the Orono District Office at 685 Old Crystal Bay Road N, Long Lake, MN as the official office site of the Board of Education clerk.

Motion carried.

12-B-5. - Renewal of Surety Bonds

UPON MOTION BY Dick Lewis, seconded by Martha Van de Ven, the Board of Education approved the renewal of surety bonds for all employees.

Motion carried.

12-B-6. - School Auditor

UPON MOTION BY Dick Lewis, seconded by Martha Van de Ven, the Board of Education approved the firm of Malloy, Montague, Karnowski, Radosevich & Co., P.A. as the district's auditor.

Motion carried.

12-B-7. - Contract Signing Authority

UPON MOTION BY Mike Bash, seconded by Martha Van de Ven, the Board of Education approved Karen Orcutt, Superintendent or John Morstad, Director of Business Services to lease, purchase, and contract for goods and services within the budget pursuant to MN Statute 123B.52 subd. 2.

Motion carried.

12-C. - Committee Appointments

New committee assignments for the period January 2018 through December 2018 were proposed as follows:

Committee Name	Board Representative
Board Committees	
Negotiations	Bob Tunheim, Martha Van de Ven, Laura Wallander
Co Curricular	Bob Tunheim, Dick Lewis
Facilities/Finance	Mike Bash, Dick Lewis, Sarah Borchers
Board Policy	Mike Bash, Sarah Borchers
Orono Action Steering Committee	Martha Van de Ven, Sarah Borchers
Board Assignments/Liaison Work	
AMSD (Association of Metropolitan School Districts) Board	Martha Van de Ven, Sarah Borchers (alternate)
Community Education Advisory	Martha Van de Ven, Laura Wallander
Curriculum & Accountability	Martha Van de Ven, Mike Bash
ECFE Advisory (Early Childhood Family Education)	Laura Wallander
ECSU (Educational Cooperative Services Unit)	Dick Lewis
Intermediate District #287	Michele Kunz
Middle School Parent Association	Sarah Borchers
MN State High School League	Bob Tunheim
MSBA (MN School Board Association) Local Legislative Liaison	Martha Van de Ven
Orono City/School Communication	Bob Tunheim, Dick Lewis
Orono Foundation for Education	Sarah Borchers
Orono Healthy Youth	Martha Van de Ven, Laura Wallander
Orono Ice Arena Board	Dick Lewis
Parent Teacher Organization	Laura Wallander
Special Education Parent Association	Dick Lewis
Spartan Parent Association	Mike Bash
Staff Development	Laura Wallander, Sarah Borchers (alternate)
Teacher Meet and Confer	Laura Wallander, Martha Van de Ven (alternate)
TIES Representative	Mike Bash
Community Liaisons	
Orono	Dick Lewis
Long Lake	Mike Bash
Medina	Martha Van de Ven
Minnetonka Beach	Laura Wallander
Maple Plain	Bob Tunheim
Independence	Sarah Borchers

UPON MOTION BY Dick Lewis, seconded by Sarah Borchers, the Board of Education adopted the committee assignments for the period January 2018 through December 2018 as presented.

Motion carried.

12-D. - Set 2018-2019 Board of Education Meeting Dates

The school board meeting dates and times for the 2018-2019 school year were presented to the board for approval.

There was discussion regarding the August 20th meeting date and Board Retreat. The date of the Board Retreat will be set at a later time.

UPON MOTION BY Sarah Borchers, seconded by Dick Lewis, the Board of Education approved the 2018-2019 Board of Education meeting dates and times.

Motion carried.

12-E. - Other New Business as Necessary

No other new business was brought forward.

The next regular meeting will be on Monday, January 22, 2018 at 7:00 p.m. in the District Office Assembly Room and will include a work session with Middle School, Intermediate School and Elementary principals.

UPON MOTION BY Martha Van de Ven, seconded by Sarah Borchers, the annual meeting was adjourned at 8:15 p.m.

Motion carried.

Bob Tunheim, Chair

Michael Bash, Clerk