



*Excellence in Academics, Activities, and Character*

**OFFICE OF THE SUPERINTENDENT  
INDEPENDENT SCHOOL DISTRICT NO. 423  
Reorganization Meeting  
January 13, 2014, 5:30 pm  
City Council Chambers, 111 Hassan St SE**

1. CALL TO ORDER (Acting Chairman)
  
2. ROLL CALL (Acting Chairman)  
  
Members Present:  
Members Absent:
  
3. PLEDGE OF ALLEGIANCE (Acting Chairman)
  
4. ELECTION OF CHAIRMAN (Acting Chairman)  
  
Motion\_\_\_\_\_ Second\_\_\_\_\_
  
5. ELECTION OF VICE-CHAIRMAN (Chairman)  
  
Motion\_\_\_\_\_ Second\_\_\_\_\_
  
6. ELECTION OF CLERK (Chairman)  
  
Motion\_\_\_\_\_ Second\_\_\_\_\_
  
7. ELECTION OF TREASURER (Chairman)  
  
Motion\_\_\_\_\_ Second\_\_\_\_\_

8. OFFICIAL NEWSPAPER (Chairman)

State law requires school districts to select an official newspaper for the publication of all district legal notices. The superintendent recommends the continued use of the Hutchinson Leader for the ensuing year.

Motion \_\_\_\_\_ Second \_\_\_\_\_

9. OFFICIAL DEPOSITORIES (Chairman)

The administration recommends the following official depositories for the 2014 calendar year, contingent upon meeting board policy on collateral requirements:

Bank of America  
Citizens Bank & Trust Company  
Home State Bank  
ING Service Center Trust  
MidCountry Banks  
MN School District Liquid Asset Fund  
PMA Public Funds  
Security Bank & Trust Co.  
U.S. Bank  
Wells Fargo

Motion \_\_\_\_\_ Second \_\_\_\_\_

10. INVESTMENTS (Chairman)

It is the recommendation of the administration that authority is given to the Superintendent, Board Treasurer, Director of Business and Finance, and District Accountant to invest district funds as they become available.

It is further recommended that Donna Luhning, Director of Business & Finance, Cindy Longhenry, District Accountant, Jenny Huiras, Payroll Clerk, and Holli Deming, Accounting Assistant, be authorized to make electronic (wire) transfers between approved financial institutions with approval of the superintendent/director of business and finance.

Motion \_\_\_\_\_ Second \_\_\_\_\_

11. SCHOOL BOARD SALARY (Chairman)

The board salary is currently set at \$3500 per year.

Motion \_\_\_\_\_ Second \_\_\_\_\_

12. MILEAGE (Chairman)

It is recommended that the mileage reimbursement rate be set at current IRS guidelines.

Motion \_\_\_\_\_ Second \_\_\_\_\_

13. BOARD MEETING DATES AND TIMES (Chairman)

It is required that the board establishes official meeting dates and times for regular board meetings. Meetings have been held on the second Monday of each month. It is recommended that quarterly meetings be held on the fourth Monday of each month in January, April, July, and October. All regular meetings are held in the Council Chambers at City Center. Unless otherwise determined, all regular and quarterly meetings will commence at 5:30 p.m.

Motion \_\_\_\_\_ Second \_\_\_\_\_

14. SHORT TERM EMPLOYMENT (Chairman)

The superintendent requests authorization to continue employing persons within the confines of the adopted district budget for short-term employment at the various levels in the district. This includes part-time employees such as substitutes, consultants, curriculum work, adult programs, and employment created by board approved grants. Rates will be paid according to existing statute or school labor agreements.

Motion \_\_\_\_\_ Second \_\_\_\_\_

15. PETTY CASH (Chairman)

The administration recommends petty cash authorizations as follows:

Central Office	100
Park Elementary Office	250
Park Food Service	20
West Elementary Office	100
West Food Service	20
Middle School Office	125
Middle School Snack Bar	40
HS Office	175
Secondary Food Service	20
Community Education	100
Activities Office:	
Gate Ticket Box #1	450
Gate Ticket Box #2	450
Gate Ticket Box #3	450
Gate Ticket Box #4	450
Concessions	700

Total Petty Cash \$3450

Motion \_\_\_\_\_ Second \_\_\_\_\_

16. COMMITTEE APPOINTMENTS (Chairman)

<b>Committee</b>	<b>Board Member(s)</b>
City-School-Community Advisory	
District Improvement Team	
Educator Licensing & Teacher Quality	
Hearing Officer	
Facilities	
Finance	
HS League	
Insurance	
Legislative Liaison/SEE	
Little Crow Telemedia Network (LCTN)	
Meet & Confer	
Parks, Recreation & Community Education	
Policy Review	

17. OTHER ITEMS OF BUSINESS (Chairman)

18. ADJOURNMENT (Chairman)

Motion \_\_\_\_\_ Second \_\_\_\_\_