Board Work

Newly elected board members: seating, training, and mentoring

Seating — According to M.S. 123B.09, Subd. 1., “The term of office of a member shall be four years commencing on the first Monday in January and until a successor qualifies.” Therefore, regardless of when a school board’s first meeting is in the month of January, a new board member’s term of office will officially start on Monday, January 7, 2019.

Training — School board members shall receive training in school finance and management developed in consultation with the Minnesota School Boards Association and consistent with section 127A.19. (M.S. 123B.09, Subd. 2). This requirement can be fulfilled by attending Leadership Foundations – School Finance and Management: Phase II of MSBA’s school board member workshop series that starts in November. Dates, times, and further details regarding MSBA’s workshops can be found on MSBA’s website.

Mentoring — When new school board members join the team, matching them with mentor board members helps them and the school board in the time of transition. A “mentor” is a designated, experienced board member the new board member can contact to ask questions and to accompany him/her to some of the workshops.

Questions that arise may revolve around school board processes, members’ roles at and away from the school board table, and providing a history regarding current issues.

Not only is matching a new member with an experienced member-mentor an opportunity to make workshops more relevant and specific to the particular school district, it also allows board members to get to know each other better.

A guide for mentoring new board members (“MSBA New Board Member Orientation Year At-a-Glance”) and additional information regarding mentoring new school board members can be found on MSBA’s website at http://www.mnmsba.org/Mentoring.
**Licensure**

**Guidance on completing licensing board’s Out-of-Field permissions application form**

The new Out-of-Field Permission (OFP) — which replaces the teacher license variance option that was repealed — came into effect on October 27.

The Professional Educators Licensing and Standards Board (PELSB) observed last Friday that a number of school districts have incorrectly completed the OFP application form, resulting in delays in processing OFP applications. Specifically, districts have erred in responding to the first two questions under Section 4: District Verification for an Out-of-Field Permission.

The first question asks the district to state the number of days that the position was posted. This question reflects the requirement in Minnesota Rule 8710.0320 that the position be posted “at least 15 days on the [PELSB]-approved statewide job board.” Some districts are failing to respond to this question or are not stating clearly that the position was posted for the requisite 15 days or more.

The second question asks for the Statewide Job Board (EdPost) ID number, which establishes that the district posted the position on the “[PELSB]-approved statewide job board.” Some districts have not responded to this question. The EdPost requirement, found in the rule above, may represent a change for some school districts, which may have used a local newspaper or other source to advertise positions that the district later filled through the variance process. Access the EdPost site, operated by St. Cloud State University, at https://edpost.stcloudstate.edu.

An important exception exists to the advertising requirement. This fall, some teachers with an existing license applied for a Tier 1 license in order to teach outside their licensure field. This “temporary Tier 1” was the solution to bridge the gap between the repeal of variances and the introduction of Out-of-Field Permissions. A district and teacher seeking to convert the Tier 1 license to an OFP does not need to advertise the position again. The district should note on the OFP application’s advertising section that it seeks a conversion from a Tier 1 to an OFP.

School districts with questions on the OFP process are encouraged to contact PELSB, which can be reached at special.permission.PELSB@state.mn.us. Alternatively, districts may contact MSBA’s Bill Kautt (bkautt@mnmsba.org) or Terry Morrow (tmorrow@mnmsba.org) if questions arise regarding Out-of-Field Permissions or other teacher licensure matters.

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**Save the date: MSBA Organizational Meeting webinar set for December 12**

**M.S. 123B.14** states, “On the first Monday of January of each year, or as soon thereafter as practicable, the board must meet and organize...” In order to help school boards prepare for and conduct their organization meetings, MSBA is hosting an “Organizational Meeting” webinar at noon Wednesday, December 12.

The following topics will be covered: ceremonial oath of office, election of officers, establish the regular meeting schedule, set board members’ compensation, appoint board members to committees, and more. Registration will be available soon at http://www.mnmsba.org/Webinars. Can’t watch live? Register now and you’ll receive an email when the recording is available to watch at your convenience. There is no charge.

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**Thanksgiving, Christmas, New Year’s Day: Dates with board meeting restrictions**

As the year comes to a close, school districts are reminded the following dates are legal holidays and no public business, including operating schools or holding school board meetings, may be conducted: Thanksgiving Day (November 22, 2018), Christmas Day (December 25, 2018) and New Year’s Day (January 1, 2019). In addition, if the school district has declared the day after Thanksgiving (November 23, 2018) a holiday, no public business may be transacted.
2019 Leadership Conference | January 17-18 | Minneapolis Convention Center

Register today for Leadership Conference


There is no registration fee for MSBA members to attend this two-day event. MSBA provides this free conference every January as part of members’ annual dues.

The conference features nationally recognized speakers, workshops on a variety of topics, a School Excellence Showcase (formerly called Show & Tell), and a trade show. Early Bird Sessions are provided the evening before the conference.

This year’s conference will be headlined by keynote speaker David Horsager. Horsager is the best-selling author of “The Trust Edge.” Horsager received great acclaim from members during his appearance at the 2013 Leadership Conference.

Please scroll down below for conference registration and hotel information.

Leadership Conference Registration and Hotel Information

- Registration: Ask your school district staff to visit [http://www.mnmsba.org/EventRegistrationHome](http://www.mnmsba.org/EventRegistrationHome) and register you for the Leadership Conference by selecting “Gen Sessions, Workshops and Exhibit.” Registration is also available for the MSBA Workshops Series, Early Bird Sessions, the Recognition Luncheon (11:30 a.m. Thursday, January 17), and more.

- Hotel: See [www.mnmsba.org/LeadershipConferenceHousing](http://www.mnmsba.org/LeadershipConferenceHousing) to view your hotel options. The conference is set for January 17-18 at the Minneapolis Convention Center, with pre-conference sessions scheduled for January 15-16.

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Warning: MSBA Leadership Conference housing scam

It has been brought to our attention that there are individuals posing as MSBA representatives for the 2019 MSBA Leadership Conference calling exhibitors, sponsors, and school districts to make fraudulent hotel bookings.

These people do NOT represent MSBA and may be trying to steal your personal, business, and financial information.

What you need to know:

1. Meet Minneapolis is the only official housing company associated with the MSBA Leadership Conference. Information for 2019 Leadership Conference housing was sent to you in early October and may also be found on MSBA’s website. While other hotel resellers may contact you offering housing for your conference stay, they are not endorsed by or affiliated with MSBA. Entering into financial agreements with such individuals/companies can have costly consequences.

2. MSBA DOES NOT provide or sell a list of attendee, sponsor, or exhibitor information to ANY housing agency. MSBA representatives do not solicit regarding hotel or travel arrangements.

If you are contacted by ANYONE offering any discounts for the MSBA Leadership Conference either via phone, email, mail, or fax, do not do business with them or give them any information. Please garner as much information as you can and contact Katie Klanderud at MSBA immediately at 800-324-4459.

Unfortunately, other state associations’ conferences and events have been subject to similar scams of “room block pirates.” We thank them for sharing their resources.

Thank you for your continued support of the MSBA Leadership Conference.

Your MSBA Staff
2019 Leadership Conference | January 17-18 | Minneapolis Convention Center

Plan ahead for one of MSBA’s Early Bird Sessions

The MSBA Leadership Conference, “Leadership and Trust” is set for January 17-18, 2019, at the Minneapolis Convention Center. Members are encouraged to join MSBA for one of our Early Bird Sessions slated for 7 p.m. Wednesday, January 16, at the Convention Center.

- “Bargaining Basics” is essential training for newly elected school board members and new negotiators and a great refresher for veteran negotiators. Negotiating employee Master Agreements for both licensed and nonlicensed staff is among the school board’s most complex, technical, and stressful duties. This session is designed to introduce attendees to the negotiations process, including applicable statutes, various responsibilities of board members, do’s and don’ts, and much more.
- Technology can play an important role in improving learning when it’s implemented effectively by district leadership. “The Board’s Role in Driving Successful Technology Implementations” draws from best practices of Apple Distinguished Schools around the world, addresses critical elements of leadership, and the school board’s role in guiding strategic technology decision-making. Learn more at http://www.mnmsba.org/EarlyBirdSessions.

Recognition Luncheon scheduled for January 17; check out honor roll list online to see if you’ll be receiving an award

The Leadership Conference Awards Recognition Luncheon is set for 11:30 a.m. Thursday, January 17, in Room 200 A-J on Level Two (yellow level) at the Minneapolis Convention Center. More than 100 board members will receive acknowledgement for qualifying in at least one of MSBA’s award categories. See http://www.mnmsba.org/Portals/0/MSBAHonorRoll-2019.pdf for a list of those members receiving a Service Award (20 years or 30 years), Directors’ Award, President’s Award or Leadership Development Certificate. Leadership Development Certificates have already been distributed, but the Service Awards and President’s Awards will be handed out at the Recognition Luncheon. Those receiving a Directors’ Award can pick it up at the registration area at the Conference. If you believe you have been omitted or included in error, please contact Kelly Martell at kmartell@mnmsba.org or 507-934-8120.

Recognition Luncheon Registration

Ask your school district office to register you in advance for this luncheon at www.mnmsba.org/EventRegistrationHome.

Learning

Learn to lead with MSBA’s Workshop Series

Advance registration is now open for the first two phases of the MSBA School Board Workshop Series.

The Learning to Lead — School Board Basics: Phase I Workshop is for newly elected or appointed school board members. This workshop helps new board members hit the ground running. Phase I covers the role of the school board, the role of the superintendent, the leadership team relationship, and common scenarios facing new board members.

Presented by MSBA staff and state experts, the Leadership Foundations — School Finance and Management: Phase II Workshop covers core topics such as the budget, school finance, local levies, policies, significant laws affecting school boards, collective bargaining, and personnel issues.
Elections and Referendums

2019 special election timelines available on MSBA website

If your school district is planning a bond election or special election for a board member in 2019, MSBA has now made the timelines available for school district election clerks.

Two years ago, the Legislature reduced special elections to five dates in odd years — the second Tuesday in February, the second Tuesday in April, the second Tuesday in May, the second Tuesday in August, and the November 5, 2019, General Election date.

These timelines will help your school district plan for special elections on each option, with deadlines for adopting resolutions, printing notices, notifying county auditors and more.

Just have your election official go to www.mnmsba.org/Elections-Referendums to access and click on “2019 Special Elections Timeline (Bonds)” document.

Advocacy

Sign up for MSBA Weekly Advocate to learn what’s happening at the Capitol

Stay current on news from the state Capitol by subscribing to The MSBA Weekly Advocate email. Each Monday morning during the legislative session, the MSBA Government Relations staff sends The MSBA Weekly Advocate to get members caught up with the latest legislative news and provide a look forward to what is happening at the Capitol. Visit http://www.mnmsba.org/WeeklyAdvocate for previous updates.

Subscribe
Subscribe to The MSBA Weekly Advocate email by contacting Bruce Lombard at blombard@mnmsba.org and include “Weekly Advocate” in the subject line.

Contact MSBA’s Gail Gilman for more information today!

800-324-4459 | ggilman@mnmsba.org | www.mnmsba.org/BoardSelfEvaluation
Honors

Schools earn Local Government awards

On November 13, the Humphrey School of Public Affairs at the University of Minnesota named its recipients of the 12th annual Local Government Innovation Awards.

The Local Government Innovation Awards program is organized in partnership with the Bush Foundation and its Native Nation Building Initiative; and co-sponsored by the League of Minnesota Cities, the Association of Minnesota Counties, the Minnesota Association of Townships and MSBA.

Hopkins Public Schools — partnering with the City of Hopkins, and Gethsemane Church — was named the “Leading Innovator” in the School Category for its Hopkins Race and Equity Initiative. The Hopkins Race and Equity Initiative is a collaborative effort creating opportunities to increase awareness and understanding of race, equity, and diversity while promoting a sense of community that welcomes and values all residents. The initiative, which was formed in 2015, has offered five community conversations on race and equity topics to address and unravel social constructs specifically designed to promote and exclude particular racial groups.

The other School Category winners were:
- Burnsville High School for Passion, Purpose and Hope: Career Pathways for ALL Students
- Marshall County Central Schools Outdoor Prairie and Outdoor Classroom
- Northfield Public Schools for Insurance Program Conversion
- Osseo Area Schools for Students Connecting Through International Service

In the Native Nations Category, Mankato Area Public Schools — partnering with the Mahkato Mdewakanton Association and Minnesota State University, Mankato — was honored for Education Day with the Mahkato Wacipi.

All the awardees will be formally recognized at an awards ceremony and reception Thursday, December 13, at the Humphrey School.

See https://www.hhh.umn.edu/news/local-governments-recognized-innovative-ways-improve-services for the complete list of winning local governments and more information.

Farmington Area’s Jay Haugen named superintendent of the year

The Minnesota Association of School Administrators (MASA) has named Jay Haugen, superintendent of Farmington Area Public Schools, the 2019 Minnesota Superintendent of the Year.

As the Minnesota honoree, Haugen is a candidate among other state recipients for National Superintendent of the Year, to be announced during the American Association of School Administrators (AASA) convention held February 14-16, 2019, in Los Angeles. Haugen was selected for this honor by a panel of representatives from a variety of Minnesota education organizations. Nominees are evaluated on how each candidate demonstrates leadership for learning, communication skills, professionalism, and community involvement.

“During his time at Farmington Area Public Schools, Jay has become an inspiration within his community through his extraordinary leadership and community outreach practices,” said MASA Executive Director Gary Amoroso. “Jay is a leader in education innovation within Minnesota and the nation — and I am very eager to see the continued transformations that Jay has in store for his district.”

Haugen is in his 23rd year as a Minnesota superintendent. Prior to his superintendentcy in Farmington, he was the superintendent of Sleepy Eye Public Schools and then of West St. Paul-Mendota Heights-Eagan Area Schools.

Haugen is an active member in both MASA and AASA. He served on the MASA Board of Directors from 2012-15, and as MASA President during 2013-14. Haugen has been involved in MASA committees including the Legislative Committee, and served as the chair of the Federal Advocacy Committee during 2008-09.

**Minnesota School District Liquid Asset Fund Plus**

**Four nominees elected as MSDLAF+ trustees**

Suzy Guthmueller (Centennial School Board member), Linda Leiding (Lake Crystal Wellcome Memorial School Board member), Christopher Onyango-Robshaw (Rosemount-Apple Valley-Eagan coordinator of finance) and Tim Collins (Hastings superintendent) were recently elected to serve three-year terms on the Minnesota School District Liquid Asset Fund Plus (MSDLAF+) Board of Trustees.

MSDLAF+ is a cash management program established to allow Minnesota public school entities to pool their investment funds to seek the highest possible investment yield, while maintaining liquidity and preserving capital. Learn more at [http://www.mnmsba.org/MSDLAF](http://www.mnmsba.org/MSDLAF).

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**MSBA Board of Directors**

**Four MSBA Board of Director seats up for election in January 2019**

Elections will be held for four open MSBA Board of Directors’ seats on Thursday, January 17, and Friday, January 18, during the 2019 Leadership Conference at the Minneapolis Convention Center. Each seat is for a three-year term.

Please contact Kelly Martell at kmartell@mnmsba.org or 800-324-4459 if you are interested in running. Don’t know your MSBA Director District? Visit [www.mnmsba.org/AboutMSBA](http://www.mnmsba.org/AboutMSBA) for a MSBA Director District list and map.

- **MSBA Director District 2** (south-central Minnesota) — current director: Linda Leiding, LCWM
- **MSBA Director District 5** (north metro) — current director: Suzy Guthmueller, Centennial
- **MSBA Director District 8** (Minneapolis and St. Paul) — current director: Zuki Ellis, St. Paul
- **MSBA Director District 11** (northeast Minnesota) — current director: John Berklich, Hibbing

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**Update Your Board Members’ Information with MSBA**

School district administrators: After your results have been canvassed, please [CLICK HERE](#) to let us know who your new school board members are, which incumbent board members have been re-elected, and who will be leaving your board. You will be asked to enter contact information for new board members.

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**Delegate Assembly**

**2018 Delegate Assembly set for November 30-December 1 in Minneapolis**

The 2018 Delegate Assembly is scheduled for **Thursday, November 30, and Friday, December 1**, at the DoubleTree by Hilton Hotel Minneapolis — Park Place. Delegates (comprised of public school board members) will debate and vote on school board-proposed legislative resolutions. Visit [www.mnmsba.org/DelegateAssembly](http://www.mnmsba.org/DelegateAssembly) for more information.

MSBAIT Matters

Is your school district prepared for workplace violence?

By Marsh & McLennan Agency

Has your school district faced the threat of workplace violence? Are you prepared with a response plan in case of a violent event? Consider this, workplace violence, either from the outside or between employees, has become more prevalent over the past decade than ever before.

Workplace violence is now the second-leading cause of death on the job and the fourth-leading cause of nonfatal injury. In 2016, one in every six work-related deaths was attributed to workplace violence.

Between 2000 and 2008, there were an average of seven active shooter events per year. Over the next eight years, that nearly tripled to 19 (153 events total), according to the FBI and the Advanced Law Enforcement Rapid Response Training Center.

Prepare to prevent:
The more preparation that goes into preventing and responding to workplace violence, the less impact it may have. Consider the following action items to better protect your school from acts of violence:

- **Create and adhere to rules and regulations:** Put administrative controls in place including rules, policies, procedures, and regulations. Prevention strategies for scenarios including active shooter, physical violence, explosive devices, and more. Educate your staff repeatedly. Create an incident response team. And have a plan for when an incident happens.

- **Provide physical controls:** Employ engineering controls including locking doors, surveillance cameras, building design, and physical “hard” steps to prevent and deter.

- **Know how to respond:** Know what to do for your employees in case of an incident. Training paired with security and mitigation efforts can help you cope proactively and effectively.

**Your risk management should include insurance:** Resuming normal operations after a traumatic attack can be extremely difficult. Will you be able to recover lost business revenue if you can’t continue operations?

Workers’ Compensation, Business Interruption, and General Liability insurance are usually insufficient for fully paying all costs related to a workplace violence event. Named-peril policies explicitly state what they cover. You need to understand what your current policies cover and exclude. Workplace Violence insurance is fast becoming available to help your organization recover.

To learn more about preparing for and dealing with workplace violence, talk with your local Marsh & McLennan Agency representative or MMA’s certified workplace violence trainer, Matt Palmeri, at matthew.palmeri@marshmma.com.

Seminar

For more information on dealing with the effects of workplace violence, Marsh & McLennan is offering a seminar, “Workplace Violence: Before. During. After.” This seminar is scheduled for 8:30 a.m. to 11 a.m. Thursday, December 6, at the Minneapolis Marriott Northwest in Brooklyn Park. Visit https://bit.ly/2PY9WMx to access registration. (Breakfast will be served at 8 a.m.)

Negotiations

Save the date: MSBA Negotiations Seminars return in February

Prepare for another cycle of bargaining with another round of MSBA Negotiations Seminars at a location near you in February and March 2019. Please see schedule below and visit www.mnmsba.org/NegotiationsSeminars for future updates.

- Tuesday, February 5, 2019 — St. Peter
- Tuesday, February 19, 2019 — Staples
- Wednesday, February 20, 2019 — Fergus Falls
- Thursday, February 21, 2019 — Thief River Falls
- Friday, February 22, 2019 — Mountain Iron
- Saturday, February 23, 2019 — St. Cloud
- Tuesday, February 26, 2019 — Marshall
- Wednesday, February 27, 2019 — Mankato
- Thursday, February 28, 2019 — Rochester
- Friday, March 1, 2019 — Maple Grove
**Master Agreement Analysis**

**Prepare for bargaining with MSBA’s Master Agreement analysis service**

At a member district’s request, Management Services staff will provide written analyses of teacher, non-licensed, and other Master Agreements. The analysis will point out the strengths and weaknesses in the existing Master Agreement and may be used not only to plan and prepare management’s proposal(s) but also to possibly address labor proposals and positions for upcoming negotiations. This service is provided at a cost of $975 for the first Master Agreement from a district and $775 for each subsequent Master Agreement in that round of bargaining.

If you are interested in having any of your Master Agreements analyzed, please contact MSBA’s Amy Fullenkamp-Taylor (ataylor@mnmsba.org) or Sue Honetschlager (shonetschlager@mnmsba.org).

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**Meeting Management**

**Learn about paperless board meetings via BoardBook webinar**

MSBA is offering an ongoing series of FREE webinars on how to incorporate BoardBook to streamline preparation, distribution, and publishing of agenda packets for board meetings. BoardBook is an MSBA-endorsed product. The next BoardBook webinar is scheduled for 11 a.m. Wednesday, December 12.

Visit www.mnmsba.org/BoardBook to access the webinar registration link or schedule a private online demo.

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**Job Openings**

**Superintendents**

- Aitkin — superintendent (application deadline: January 5, 2019)
- Blue Earth Area — superintendent (application deadline: December 5, 2018)
- Metro Integration District (Equity Alliance MN) — executive director (application deadline: December 17, 2018)
- Rushford-Peterson — superintendent (application deadline: January 11, 2019)
- Staples-Motley — superintendent (application deadline: January 14, 2019)
- Warroad — superintendent (application deadline: January 14, 2019)

**Other Administrators**

- Hiawatha Valley Education District — business manager (application deadline: November 25, 2018)

Visit www.mnmsba.org/DistrictJobOpenings for application information.

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**In Memory**

**Jon Hovde** — a former Fertile-Beltrami School Board member and former MSBA President (1996-1997) — passed away November 12. MSBA sends its condolences to Jon’s family, friends and colleagues.
Minnesota School Boards Association Insurance Trust

Life and Long-Term Disability

MSBAIT endorses National Insurance Services as the preferred provider for life and long-term disability insurance.

Risk Protection Program

The MSBAIT Risk Protection Program — developed in collaboration with Marsh & McLennan Agency — offers property, casualty, and workers’ compensation insurance and risk management products and services to eligible MSBA member school districts through select, participating insurers and other providers.

Property/Casualty Insurers

Workers’ Compensation Insurers

Advanced Protection Plan

The Advanced Protection Plan features insurance coverage enhancements designed specifically to protect schools.

☑ Builder’s Risk  ☑ Cyber/Data Breach  ☑ Drones
☑ International Travel  ☑ Tenants User Liability Program (TULIP)

Minnesota School Boards Association Insurance Trust
Managing Member Risk Since 1972

Call 800-324-4459 to speak with a MSBAIT representative
or visit http://www.mnmsba.org/MSBAIT today!