

**MINUTES OF THE ORGANIZATIONAL MEETING OF THE SCHOOL BOARD
INDEPENDENT SCHOOL DISTRICT 271
Bloomington, Minnesota**

January 14, 2019

- I. ROLL CALL Pursuant to due call and notice thereof, and there being a quorum present, the Organizational Meeting of the School Board of Independent School District 271 was called to order by Chair Dawn Steigauf at 7:00 p.m. on January 14, 2019, in the Arlene Bush Board Room at the Educational Services Center, 1350 West 106th Street, Bloomington, Minnesota.
- Members Present: Dawn Steigauf, Chair; Nelly Korman, Vice Chair; Maureen Bartolotta, Clerk; Dick Bergstrom, Treasurer; Beth Beebe, Tom Bennett and Jim Sorum.
- Attorney Present: David Holman.
- Administration Les Fujitake, Eric Melbye, and Rod Zivkovich.
- II. PLEDGE OF ALLEGIANCE Recited.
- III. APPROVAL OF AGENDA Maureen Bartolotta moved, Dick Bergstrom seconded to amend the agenda by deleting the recognition of the Oak Grove Middle School Young Women's Motion to amend carried unanimously. Chair Steigauf called for the vote on approval of the amended agenda. Motion carried unanimously.
- IV. ELECTION OF OFFICERS Chair Dawn Steigauf called for nominations for the election of School Board Chair.
- Tom Bennett moved, Nelly Korman seconded, to nominate Nelly Korman as Chair of the School Board. Chair Steigauf called for further nominations. Beth Beebe moved, Jim Sorum seconded, to nominate the following slate of officers: Chair Maureen Bartolotta, Vice Chair Dick Bergstrom, Clerk Tom Bennett and Treasurer Jim Sorum. Counsel Holman clarified that with one nomination for Chair on the floor, the election of the Chair is to take place before putting forth a slate of officers. Board Chair Dawn Steigauf called for further nominations for Board Chair. Dick Bergstrom moved to nominate Maureen Bartolotta, seconded by Maureen Bartolotta. Hearing no further nominations for Board Chair, a roll call vote was taken for the two nominees. Voting in favor of Maureen Bartolotta were Dick Bergstrom, Jim Sorum, Maureen Bartolotta and Beth Beebe. Voting in favor of Nelly Korman were Tom Bennett, Dawn Steigauf and Nelly Korman. Maureen Bartolotta was elected as the Board Chair (4-3) for 2019.
- Board Chair Maureen Bartolotta proceeded with conducting the meeting. She called for nominations for School Board Vice Chair. Beth Beebe nominated the following slate of officers: Vice Chair Dick Bergstrom, Clerk Tom Bennett and Treasurer Jim Sorum. Nelly Korman nominated Tom Bennett for Vice Chair; nomination accepted by Tom Bennett. Board Chair Bartolotta called for a roll call vote for the two nominees for Vice Chair. Voting in favor of Dick Bergstrom were Beth Beebe, Jim Sorum, Dick Bergstrom and Maureen Bartolotta. Voting in favor of Tom Bennett were Nelly Korman, Tom Bennett and Dawn Steigauf. Dick Bergstrom was elected as the Board Vice Chair (4-3) for 2019.

Board Chair Maureen Bartolotta called for nominations for Treasurer. Beth Beebe nominated Jim Sorum as Treasurer and Tom Bennett as Clerk. Jim Sorum seconded. On roll call vote all directors voted aye.

Board Chair Maureen Bartolotta nominated Rod Zivkovich as Deputy Clerk. On roll call vote all directors voted aye.

[School Board Members attended a Study Session on January 7, 2019, to discuss organizational matters for 2019, including officers and representatives to organizations and committees.]

- V. RECOGNITION
STUDENTS/STAFF/
PUBLIC
- Student Holiday
Art Project
- Chair/Vice Chair
2018
- Public
- VI. SCHOOL BOARD
ORGANIZATION
2019
- The School Board extended appreciation to Art teachers and their students for completing the 2018 holiday card art project. The students were creative in making individualized holiday cards for the School Board and Superintendent to extend greetings of the season to community leaders and business partners. Thanks to art specialist Terry Cooper and the third grade students at Indian Mounds Elementary, and art specialists Anne Girton and Megan Logering and their Olson Middle School students.
- On behalf of the School Board, Maureen Bartolotta thanked Dawn Steigauf and Nelly Korman for their leadership last year as Chair/Vice Chair, respectively.
- Seven (7) students from Mr. Storlien's classes at Jefferson attended the meeting fulfilling a requirement of our 12th grade government classes; observing a governmental meeting such as School Board, City Council, or court proceeding.
- Dick Bergstrom moved, Tom Bennett seconded, that the School Board of Independent School District 271 approves organizational items "A through J" for 2019 as printed on the agenda with item C. containing the names of Chair Maureen Bartolotta, Clerk Tom Bennett and Treasurer Jim Sorum. Motion carried unanimously.

A. School Board Meetings/Study Sessions

Place: Office of the Board of Education, 1350 West 106th Street.

Meeting Dates and Times: 2nd and 4th Mondays of each month beginning at 7 p.m.

[Exception: If a holiday falls on a Monday, the Board meeting will be on Tuesday.]

The 3^d Monday of each month will be held for a meeting, a study session or a meeting/study session, if needed, at 7:00 p.m. unless determined otherwise for a particular session.

Parliamentary Rules of Procedure: Robert's Rules of Order Newly Revised, when not in contravention to state law.

Operation of the School Board is provided in Policy 203, Board Sessions.

B. Business Functions

RESOLVED, that the School Board of Independent School District 271
Authorizes the following business functions:

BANKING AND BANK PROCESSORS

1. U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is designated as the depository for the district payroll account and as a processor for District credit card operations.
2. Fifth Third Bank Card System is the bank processor RevTrak uses for BEC-TV credit card system 8500 Governor's Hill Drive, Cincinnati, OH 45249.
3. Bank Card Services is the bank processor for Community Services credit card system, Wells Fargo Bank, 1200 Montego, Walnut Creek, CA 94598.
4. PayPal is the bank processor for the Activity Centers credit card system, 12312 Port Grace Blvd., LaVista, NE 68626.
5. Elavon is the bank processor for Pay Pams for Food Services, 7300 Chapman Highway, Knoxville, TN 37920.
6. Authnet is the bank processor Transfirst/Affinity uses for the activity credit card system, PO Box 947, American Fork, UT 84003.
7. U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is the designated depository for the Student Activity Fund account.
8. Minnesota School District Liquid Asset Fund Plus, c/o PFM Asset Management LLC, 300 N. Front, Harrisburg, PA 17101, in conjunction with U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is designated as the depository and disbursements for the District general operating, self-insurance, capital projects, tax anticipation certificates and any other necessary operating accounts.
9. MN Trust, c/o PMA Financial Network, Inc., 2135 City Gate Lane, 7th Floor, Naperville, IL 60563 designated as depository for the purpose of investment funds.
10. MN Trust, c/o Associated Bank, 1200 Hansen Road, Green Bay, WI 54304-5448 is designated as the depository and disbursements for the District general operating, self-insurance, capital projects, tax anticipation certificates and any other necessary operating accounts.
11. Commerce Bank is designated to provide AutoPay automatic credit card bill payment services for the District allowing payment to participating vendors with wire transfers of funds. Skyward processes the wire transfer.
12. Commerce Bank Commercial Credit Card is the District's designated Operating and Student Activities credit card programs. The Business Office shall designate which employees will be authorized credit card holders. A current list of all authorized users will be maintained and updated by the Business Office each week.
13. Vanco is the bank processor for the online campus credit card system, through Choice Bank, 4501 23rd Ave. S., Fargo, ND 58104 and is designated as an additional depository and disbursements for the District non-operating funds.

The Chair and Clerk are authorized to execute the appropriate Master Services Agreement and Account Signers forms for the payroll and general operating accounts after new facsimile signature images are received.

The Board designates the Executive Director of Finance and Support Services and Controller as custodians of the Student Activity Fund account and approves the use of facsimile signatures on checks drawn on this account.

Payroll Leads are authorized to make electronic payroll vendor payments and the Accounts Payable Clerks are authorized to transfer funds to Commerce Bank for vendor payments after approval by either the Executive Director of Finance and Support Services, Controller, or Assistant Controller, who are designated to authorize electronic funds transfers (M.S.A. 471.38). Further, the identity of the initiator of each electronic transfer is reviewed annually, the initiator will document the request for and obtain approval for each transfer prior to the transfer, the initiator will obtain written confirmation of the transfer within one business day, a list of transactions is submitted to the School Board at the next regular meeting after the transaction.

The Deputy Clerk is authorized to act for the School Board in designating depositories for temporary investment of cash reserves.

The Executive Director of Finance and Support Services and the Controller are designated to invest surplus balances by purchasing and selling investments (reports on outstanding investments, purchases and sales shall be submitted to the School Board).

The Executive Director of Finance and Support Services, or one of his/her designees, (Controller, Director of Operations or Purchasing Agent) are designated as representatives of the School Board for bid openings. Only one person is required at each bid opening.

The *Bloomington Sun-Current* is designated as the legal newspaper for the school district.

The Executive Director of Finance and Support Services and the Controller are authorized to request tax advances from the Hennepin County Finance Office.

The Controller, Out of School Time Program Manager, Building Reservations/Activity Center Manager, and Safety & Compliance Manager; are appointed to represent the District in conciliation court cases for the purposes of enforcing collection of debts due the school district and to testify on behalf of the District.

The Learning Supports Manager is appointed as the District's Local Education Agency (LEA) Representative for State and Federal Programs.

The Administrative Assistant to the Executive Director of Research, Evaluation and Assessment is designated as the Identified Official with Authority with the Minnesota Department of Education (MDE) for the External User Access Recertification System with authority to assign job duties and authorize external user access for MDE secure systems for Independent School District 271 — Bloomington Public Schools. Appropriate approvals will be directed by the Executive Director of Research, Evaluation and Assessment.

The Superintendent, or his/her designee, is authorized to execute documents, as appropriate, to the daily operations of the school district. The Superintendent, Executive Director of Finance and Support Services, or his/her designee, is authorized to lease, purchase, and contract for goods and services within the budget as approved by the School Board. However, any transaction in an amount exceeding the minimum amount for which bids are required must first be specifically authorized by the School Board and must fulfill all other applicable requirements of statute.

Association memberships for 2018-2019 were approved by the School Board at its meeting of June 25, 2018.

Policies previously adopted by School Boards of this District, shall continue in effect until this presently constituted School Board, or any successor School Board, shall modify, amend, delete, or add thereto, or are superseded by agreement in the master contract with the various bargaining units.

C. Signatures on Checks

RESOLVED, that the School Board authorizes the use of facsimile signatures of the Chair, Clerk and Treasurer on all checks drawn on the payroll and operating accounts and that said names are as follows: Chair Maureen Bartolotta, Clerk Tom Bennett, and Treasurer Jim Sorum.

D. Signatures on Contracts

RESOLVED, that facsimile signatures of the Chair and Clerk are authorized for continuing annual contracts with licensed personnel and subsequent changes resulting from increment advancement or classification changes (all new contracts will be hand signed by Chair and Clerk).

E. School Board Attorney

RESOLVED, that the School Board retains Holman Law Office as legal counsel to the Board at a monthly rate of \$2,930; and that in addition to the monthly retainer, standard attorney's fees will be paid for representing the school district.

F. Insurance Agent

RESOLVED, that the School Board names Kraus-Anderson Insurance as the District's insurance carrier of record.

G. Architectural Services

RESOLVED, that the School Board retains Wold Architects and Engineers for architectural services.

H. Construction Manager

RESOLVED, that the School Board retains Kraus-Anderson for construction management services.

I. Board Representation

1. RESOLVED, that the School Board confirms the appointment of Dick Bergstrom to the Intermediate District 917 Board. The three-year term was approved by the Bloomington School Board on January 9, 2017, and is effective July 1, 2017 through June 30, 2020.

2. RESOLVED, that the School Board appoints Jim Sorum as its representative to the Minnesota State High School League (MSHSL).

3. RESOLVED, that the School Board appoints Nelly Korman as its representative to the Association of Metropolitan School Districts (AMSD) and Beth Beebe as alternate.

4. RESOLVED, that the School Board appoints Beth Beebe as its legislative liaison with the Minnesota School Boards Association (MSBA).

All other appointments to School Board subcommittees or representations will be made by the Board Chair: Legislative Committee, Superintendent Evaluation Committee, Policy Committee, Community Engagement Committee, Board Student Advisory Council Committee, Pathways Advisory Committee, Early Childhood Family Education Parent Advisory Council, Community Education Services Advisory Council, Special Education Community Advisory Council, Community Collaborative Council, Community Financial Advisory Committee, Calendar Committee, Insurance Committee, District Diversity Advisory Committee, PTSA Council, Bloomington United for Youth, and the Education Foundation of Bloomington.

J. Board Compensation

RESOLVED, that the School Board of Independent School District 271 approves compensation for School Board members at the rate of \$600 per month for 2019. *[No change in compensation amount since 2005].*

[Note: School Board member expense allocation will be addressed during the 2019-2020 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2019-2020.]

VII. PART A

1. Board Business

WBWF Minutes

a. Minutes of the World's Best Workforce Annual Public Meeting held December 10, 2018.

Regular Minutes

b. Minutes of the Regular Meeting of the School Board held December 10, 2018.

Personnel Actions

c. Licensed Personnel: Employments, Correction. Independent Personnel: Employment, Change of Status. Classified Personnel: Employments, Changes of Status, Transportation Hour Averaging.

2. Field Trip

RESOLVED, that the School Board of Independent School District 271 approves the field trip per the attached list (on file).

3. Grant

RESOLVED, that the School Board of Independent School District 271 accepts LCTS grants totaling \$64,000 from the Hennepin South Services Collaborative (HSSC) to fund three school district programs during the 2019 calendar year.

4. Contracts/Agreements

MN State Mankato

a. RESOLVED, that the School Board of Independent School District 271 approves the Memorandum of Agreement between the State of Minnesota, acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of Minnesota State University, Mankato and Independent School District 271 for a speech-language pathology internship program. The term of the Memorandum of Agreement is from December 1, 2018 through November 30, 2023.

Speech-Language

Pathology Internship

- North Dakota University/ Volunteer Connection
- b. RESOLVED, that the School Board of Independent School District 271 approves renewal of the Master Clinical Affiliation Agreement between the University of North Dakota and Independent School District 271 for Volunteer Connection, E-12 Programs. This Agreement shall be effective beginning the date of execution by the parties and shall remain in effect for five (5) years from the date of execution (physical therapy program for special education).
- Houghton Mifflin Harcourt Services Agreement
- c. RESOLVED, that the School Board of Independent School District 271 approves the services agreement with Houghton Mifflin Harcourt, in collaboration with International Center for Leadership in Education/Math Solutions, for professional development services in the amount of \$52,500.

5. Finance
Donations

RESOLVED, that the School Board of Independent School District 271 accepts donations as listed in the background in the amount of \$26,840.00.

Beth Beebe moved, Dawn Steigauf seconded, approval of Part A items in accordance with all of the written material submitted to the School Board. Motion carried unanimously.

VIII. PART B
Bid Award
VVMS Mechanical Improvements

Dick Bergstrom moved, Tom Bennett seconded, that the School Board of Independent School District 271 accepts the following nineteen bids for mechanical improvements at Valley View Middle School:

1. Maertens-Brenny Construction Company, Minneapolis, MN bid of \$779,000
2. Construction Systems, Inc., Maple Plain, MN bid of \$59,900
3. Amerect, Inc., Newport, MN bid of \$61,826
4. Kellington Construction, Inc., Minneapolis, MN bid of \$1,217,000
5. Lance Service, Inc., New Hope, MN bid of \$149,200
6. Central Roofing Company, Minneapolis, MN bid of \$131,585
7. Capital City Glass, Inc., Blaine, MN bid of \$655,615
8. Custom Drywall, Inc., St. Paul, MN bid of \$432,000
9. Superset Tile & Stone, LLC, Plymouth, MN bid of \$625,000
10. Sonus Interiors, Inc., Golden Valley, MN bid of \$470,000
11. Floors By Beckers, Inc., St. Cloud, MN bid of \$352,932
12. Advance Terrazzo & Tile Co., Coon Rapids, MN bid of \$221,640
13. Steinbrecher Painting Co., Princeton, MN bid of \$224,750
14. Plexus Company DBA Culinex, Fargo, ND bid of \$228,150
15. Janson Industries, Canton, OH bid of \$51,510
16. General Sheet Metal, Minneapolis, MN bid of \$4,475,524
17. Siemens Industry, Inc., Shoreview, MN bid of \$927,215
18. Summit Fire Protection Company, St. Paul, MN bid of \$624,000
19. Bloomington Electric Company, Bloomington, MN bid of \$2,197,000

Motion carried unanimously.

This project is identified in our 2018-19 Alternative Facilities Plan and consists of updates, repairs and replacements including: concrete, masonry and earthwork, steel materials and erection, carpentry, casework, roofing and metal panels, entrances, storefronts and curtain walls, drywall, tile, ceilings and acoustical

treatments, resilient flooring and carpet, terrazzo, painting and wall coverings, food service equipment, theaters, stage curtains, mechanical, temperature controls, fire suppression and electrical at Valley View Middle School and total \$13,883,847.

- Maertens-Brenny Construction Company, Minneapolis, MN will install concrete
- Construction Systems, Inc., Maple Plain, MN will provide steel materials
- Amerect Inc, Newport, MN will provide steel erection
- Kellington Construction, Inc., Minneapolis, MN will provide carpentry
- Lance Service, Inc., New Hope, MN will install casework
- Central Roofing Company., Minneapolis MN will install roofing and metal panels
- Capital City Glass, Blaine, MN will install entrances, storefronts and curtain walls
- Custom Drywall, Inc., St. Paul, MN will install drywall
- Superset Tile & Stone, LLC, Plymouth, MN will install tile
- Sonus Interiors, Inc., Golden Valley, MN will install ceilings and acoustical treatments
- Floors By Beckers, Inc., St. Cloud, MN will install resilient flooring and carpet
- Advance Terrazzo & Tile Co., Inc., Coon Rapids, MN will provide terrazzo
- Steinbrecher Painting Co., Princeton, MN will provide painting and wall coverings
- Plexus Company DBA Culinex, Fargo, ND will provide food service equipment
- Janson Industries, Canton, OH will provide theater, stage and curtains
- General Sheet Metal LLC, Minneapolis, MN will provide mechanical installation
- Siemens Industry, Inc., Shoreview, MN will provide temperature controls
- Summit Fire Protection Co., St. Paul, MN will provide fire suppression materials
- Bloomington Electric Company, Bloomington, MN will provide electrical installation

Funding for this project is from the Alternative Facilities Fund. Our attorney and insurance agent have reviewed the AIA A132/CMA standardized contract ,which will be used with each contractor. The bid tabulation is on file. Project to begin June 2019 with completion in August 2020.

Construction
Manager Services
Rate Increase

Tom Bennett moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 approves increasing the rate for Construction Manager Services between Kraus-Anderson Construction Company and Independent School District 271 from 2.00% to 2.25%. Motion carried unanimously.

Since 2012, our Construction Manager has been Kraus-Anderson Construction Company (KAC). One of KAC's primary construction management responsibilities is to manage the annual major renovations of one of our schools. KAC's compensation for this management is 2% of the Alternative Facility funds spent on the annual major renovations. KAC is proposing an increase from 2% to 2.25% because our District annually spends about the same amount of Alternative Facility funds. Therefore, KAC compensation has not increased but their cost to provide the management has increased. The increase will be effective after the completion of the Valley View project.

School Board
Goals 2018-2019
Mid-Year Update

Chair Maureen Bartolotta gave a mid-year report on progress the School Board has made on its 2018-2019 goals.

Governance

- Update long-range facilities plan – *Updated Facilities Master Plan presented at a Board Retreat October 15, 2018. Work continues with the City on the proposed new Community Center and athletic facilities.*

Operational Oversight

- Establish a School Board Dashboard – *Proposed launch date is April 1, 2019.*

Policy

- Review and update 20 policies, if needed— *Board Policy Committee presented and Board action has been taken on thirteen (13) policies to date.*

Community Engagement

- Strengthen the School Board Community Engagement Plan – *Updated Community Engagement Plan adopted by the Board December 10, 2018*

Superintendent Relations

- Collaborate with the Superintendent on strengthening the School Board Community Engagement Plan – *Updated Community Engagement Plan adopted by the Board December 10, 2018*

Following up on a question from Director Bennett, Board members discussed whether or not to add goals for this year, such as school start times. Director Korman suggested an earlier timeline to set Board goals for 2019-2020; start discussing some items now. Chair Bartolotta indicated that a Board retreat date would be scheduled for February.

IX. BOARD MEMBER REPORTS

Dick Bergstrom reported that the Intermediate District 917 Board acted on the mid-year revised budget and conducted a six-month review for Superintendent Mark Zuzek using a new evaluation template; revisions need to be made to the new template. Beth Beebe highlighted the AMSD legislative preview and a White Tiger Rally at Olson Elementary. Nelly Korman announced that the Board Legislative Committee meets tomorrow. The committee plans to bring a legislative platform to the Board for action on January 28. Dawn Steigauf attended the PTSA Council meeting, PTSA meeting and rally at Poplar Bridge, and the fifth grade winter party at Westwood. She will attend the upcoming meeting of calendar committee to start work on a 2019-2020 school calendar. Maureen Bartolotta gave a reminder of the Book Fest on March 2 from 9 am to noon at Oak Grove Middle School.

X. SUPERINTENDENT REPORT

Superintendent Les Fujitake indicated Administration requests that upon conclusion of the regular meeting January 28, that a closed session of the School Board be held for the purpose of negotiations discussion. So moved by Dick Bergstrom, seconded by Dawn Steigauf. Motion carried unanimously.

At the end of January, Bloomington elementary schools will begin hosting Kindergarten registration events for families of incoming Kindergartners for the 2019-2020 school year. Check with your respective attendance area school for the specific date and time.

Today at the Noon Rotary meeting guest speaker Dick Bergstrom presented a virtual tour of Nine Mile Creek.

XI. OTHER None.

XII. ADJOURNMENT There being no further business to come before the School Board, the meeting was adjourned at 7:36 p.m.

Tom Bennett, Clerk