

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

January 14, 2013

- I. ROLL CALL Pursuant to due call and notice thereof, and there being a quorum present, the Organizational Meeting of the Board of Education of Independent School District 271 was called to order by Vice Chair Mark Hibbs at 7:00 p.m. on January 14, 2013, in the Community Room at the Educational Services Center, 1350 West 106th Street, Bloomington, Minnesota.
- Members Present: Mark Hibbs, Vice Chair; Tim Culver, Clerk; Arlene Bush, Treasurer; Maureen Bartolotta, Dick Bergstrom, Nelly Korman and Lyle Abeln.
- Attorney Present: David Holman.
(There are no abstentions unless otherwise stated.)
- Administration Present: Les Fujitake, Chris Lennox, Rod Zivkovich, Eric Melbye, Bruce Pappas, Rick Kaufman, Dave Heistad, and John Weisser.
- II. PLEDGE OF ALLEGIANCE Recited.
- Maureen Bartolotta moved, Dick Bergstrom seconded, to move Recognitions to the next item on the agenda (VI. to III.). Motion carried unanimously.
- III. RECOGNITION STUDENTS/ STAFF/PUBLIC Maureen Bartolotta moved, Dick Bergstrom seconded, that the School Board of Independent School District 271 approves the attached (on file) proclamation recognizing January 21, 2013, as Martin Luther King, Jr. Day. Motion carried unanimously.
- Martin Luther King Jr. Day Commissioner Dennis Kane accepted the proclamation on behalf of the Bloomington Human Rights Commission.
- FRIEND The Bloomington School District is fortunate to have businesses and organizations supporting our learners and the community of Bloomington.
- Bloomington Theatre and Art Center (BTAC)** exists to enrich the cultural fabric of the communities it serves by providing high quality performing arts, visual arts, and arts education programs, and welcoming and nurturing talent. BTAC is committed to ensuring arts access for people of all ages, abilities, and backgrounds. Over the past couple of years, BTAC has found new ways to work with schools and teachers in the Bloomington Public Schools to increase students' participation in a wide range of arts experiences. BTAC values its great relationship with the District and looks forward to forging additional connections in the coming years. BTAC Executive Director Andrea Specht highlighted new opportunities for the District's students and introduced Leah Hughes, the newly appointed Director of Education.

Art Project

Student Holiday Art Project

The School Board extended appreciation to Art Specialist Robin Krueger, Olson Elementary School, and her students for completing the holiday card art project. The students were creative in making individualized holiday cards for the School Board to extend greetings of the season to community leaders and business partners. Ms. Krueger was accompanied by a number of her young artists.

Student

National Chess Champion-7th Grade Division

Last month, David Floeder, a student at Olson Middle School, won first place for the 7th Grade division in the National K-12 United States Chess Federation Chess Championship in Orlando. The national championship featured nearly 2,000 competitors, from kindergarten through 12th grade, playing a centuries-old game of strategy. He has been invited to represent the United States at the World Youth Chess Championship in the United Arab Emirate in August 2013.

Staff

TIES Exceptional Teacher Awards

The annual TIES Conference was held in early December. As part of conference activities, two ISD 271 staff members—Holly Skadsem, a fifth grade teacher at Normandale Hills and Todd Walsh, a Health/Physical Education teacher at Oak Grove Middle School—were recognized as recipients of the TIES Exceptional Teacher Award for their use of technology in the classroom to engage students in learning. Their innovative teaching strategies and use of technology tools were highlighted by Andi Bodeau, Elementary Technology Coordinator.

IV. OATH OF OFFICE

Lyle Abeln took the Oath of Office as administered by School District Attorney David Holman. At a Special Meeting of the School Board on January 8, 2013, Mr. Abeln was appointed to serve the remaining year of a four-year term vacated by Melissa Halvorson Wiklund who was elected to the Minnesota Senate.

V. ELECTION OF OFFICERS

School Board Members attended a Study Session on January 7, 2013, to discuss organizational matters for 2013, including officers and representatives to organizations and committees.

Vice Chair Mark Hibbs indicated that Minnesota School Boards Association guidelines regarding election of officers differs from the Board's policy as it pertains to a Convener or Superintendent acting as Board Chair to conduct the election for a Board Chair. The question was posed as to whether the Board wished to temporarily suspend its policy. In that there was not support for this proposal, acting as convener as designated in Board Policy 202, Superintendent Les Fujitake called for nominations for the election of School Board Chair.

Arlene Bush nominated Maureen Bartolotta as Chair. Mark Hibbs nominated Tim Culver as Chair. No further nominations were put forth for the position of Chair. Nominations were declared closed. Tim Culver was elected Chair by a 4-3 vote. Voting in favor of Tim Culver were Nelly Korman, Lyle Abeln, Mark Hibbs and Tim Culver. Voting in favor of Maureen Bartolotta were Dick Bergstrom, Arlene Bush and Maureen Bartolotta.

In accordance with Board Policy 202, Chair Tim Culver continued with the election of officers.

Nelly Korman nominated Mark Hibbs as Vice Chair. Dick Bergstrom nominated Maureen Bartolotta as Vice Chair. No further nominations were put forth for the position of Vice Chair. Nominations were declared closed. Mark Hibbs was elected Vice Chair by a 4-3 vote. Voting in favor of Mark Hibbs were Nelly Korman, Lyle Abeln, Tim Culver and Mark Hibbs. Voting in favor of Maureen Bartolotta were Dick Bergstrom, Arlene Bush and Maureen Bartolotta.

Maureen Bartolotta nominated Dick Bergstrom as Clerk. No other nominations were put forth for the position of Clerk. Nominations were declared closed. Arlene Bush moved, Mark Hibbs seconded, that a unanimous vote be cast for Dick Bergstrom as Clerk. Motion carried.

Dick Bergstrom nominated Nelly Korman as Treasurer. No other nominations were put forth for the position of Treasurer. Nominations were declared closed. Dick Bergstrom moved, Arlene Bush seconded, that a unanimous vote be cast for Nelly Korman as Treasurer. Motion carried.

Tim Culver nominated Rod Zivkovich as Deputy Clerk. A unanimous vote was cast for Rod Zivkovich as Deputy Clerk.

VI. APPROVAL OF AGENDA

Arlene Bush moved, Maureen Bartolotta seconded, to approve the agenda. Motion carried unanimously.

VII. BOARD OF EDUCATION ORGANIZATION FOR 2012

Mark Hibbs moved, Dick Bergstrom seconded, that the School Board of Independent School District 271 approves organizational matter "A" for 2013. Motion carried unanimously.

A. Board Meetings

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

Dates and Times: The 2nd Monday of each month will be a School Board meeting (7 p.m.). The 4th Monday of each month will be a School Board meeting (7 p.m.) followed by a study session.

The 3rd Monday of each month will be held for a meeting, a study session or a meeting/study session, if needed. (7 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.

Mark Hibbs moved, Dick Bergstrom seconded, that the School Board of Independent School District 271 approves organizational matter "B" for 2013. Motion carried unanimously.

B. Business Functions

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

BANKING:

1. Wells Fargo Bank, Bloomington, is designated as the depository for the District payroll account.
2. U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is designated as a processor for District credit card operations.

BANK PROCESSORS:

1. Fifth Third Bank Card System, 8500 Governor's Hill Drive, Cincinnati, OH 45249.
2. NPC Merchant Payment Processing, 5100 Interchange Way, Louisville, KY 40229.
3. PayPals, 12312 Port Grace Blvd., LaVista, NE 68626.
4. Elavon (Pay Pams), 7300 Chapman Highway, Knoxville, TN 37920.
5. U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is designated as depository for the Student Activity Fund account.
6. Minnesota School District Liquid Asset Fund Plus, c/o PFM Asset Management LLC, P.O. Box 11760, Harrisburg, PA 17108-11760, 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.
7. MN Trust, c/o PMA Financial Network, Inc., 27545 Diehl Road, Suite 100, Warrenville, IL 60555.
8. 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.
9. 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. TIES processes the wire transfer.
10. 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 card holders as well as designated groups of authorized users will be maintained and updated by the Business Office each week.

The Chair and Clerk are authorized to execute the appropriate designation of depository forms for the payroll and general operating accounts after new facsimile signature plates are received.

The Minnesota School District Liquid Asset Fund Plus, c/o PFM Asset Management LLC, P.O. Box 11760, Harrisburg, PA 17108-11760; MN Trust, c/o Associated Bank, 1200 Hansen Road, Green Bay, WI 54304-5448; and Wells Fargo Brokerage Services, LLC, 608 Second Avenue South, Suite 500, Minneapolis; are designated as depositories for purposes of investment of funds.

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

The Executive Director of Finance, Controller, and Payroll Manager are designated to authorize electronic funds transfers (M.S.A. 471.38). This process includes approval of electronic funds transfers before transmittal and confirmation when completed. Further, the bank is provided with a certified copy of delegation of authority, 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 Board of Education in designating depositories for temporary investment of cash reserves.

The Executive Director of Finance 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, or one of his/her designees, Controller, and Purchasing Agent are designated as representatives of the 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 the Controller are authorized to request tax advances from the Hennepin County Finance Office.

The Finance Secretary, Jennifer Hazel; Out of School Time Program Manager, Alex Locke; Building Reservations/Activity Center Manager, Doug Langefels; and Transportation Director, Tom Oestreich; 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.

District LEA Representative

The Elementary Director of Teaching and Learning, Beth Anderson, is appointed as the District's Local Education Agency (LEA) Representative for State and Federal Programs.

Authorization to Sign

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

Association Memberships for 2012-2013 were approved by the School Board at its meeting of July 9, 2012.

Board Policies

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

Mark Hibbs moved, Maureen Bartolotta seconded, that the School Board of Independent School District 271 approves organizational matter "C" for 2013. Motion carried unanimously.

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 Tim Culver, Clerk Dick Bergstrom and Treasurer Nelly Korman.

Maureen Bartolotta moved, Arlene Bush seconded, that the School Board of Independent School District 271 approves organizational matter "D" for 2013. Motion carried unanimously.

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).

Arlene Bush moved, Dick Bergstrom seconded, that the School Board of Independent School District 271 approves organizational matter "E" for 2013. Motion carried unanimously.

E. Insurance Agent

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

Dick Bergstrom moved, Arlene Bush seconded, that the School Board of Independent School District 271 approves organizational matter "F" for 2013. Motion carried unanimously.

F. School Board Attorney

RESOLVED, that the School Board retains Holman Law Office as legal counsel to the Board at a monthly rate of \$2,600.00 and that in addition to the monthly retainer, standard attorney's fees will be paid for representing the school district at court-type hearings.

Maureen Bartolotta moved, Arlene Bush seconded, that the School Board of Independent School District 271 approves organizational matter "G" for 2013. Motion carried unanimously.

G. Board Representation

1. RESOLVED, that the School Board confirms the appointment of Arlene Bush to the Intermediate District 917 Board. Her term is effective July 1, 2012 through June 30, 2014. [Previous Reference: Board action on June 11, 2012.]
2. RESOLVED, that the School Board appoints Lyle Abeln as its representative to the Minnesota State High School League.
3. RESOLVED, that the School Board appoints Dick Bergstrom as its representative to the Minnesota School Districts' Data Processing Joint Board (TIES).
4. RESOLVED, that the School Board appoints Tim Culver as its representative to the Association of Metropolitan School Districts and Arlene Bush as alternate.
5. RESOLVED, that the School Board appoints Maureen Bartolotta as its legislative liaison with the Minnesota School Boards Association.
6. RESOLVED, that the School Board appoints Dick Bergstrom as its representative to the Bloomington United for Youth Advisory Council and Nelly Korman as alternate.
7. RESOLVED, that the School Board appoints Arlene Bush as its representative to the Metropolitan Learning Alliance and Dick Bergstrom as alternate.

All other appointments to Board subcommittees or representations will be made by the Board Chair: Legislative Committee, Superintendent Evaluation Committee, PTSA Council, Calendar Committee, Labor-Management Committee, Community Financial Advisory Committee, Community Services Advisory Council, Special Education Community Advisory Council, District Curriculum Advisory Committee, Safe and Drug Free Schools Task Force, District Diversity Advisory Committee, Community Collaborative Council, and Citizens Activities/Athletics Advisory Committee.

Dick Bergstrom moved, Arlene Bush seconded, that the School Board of Independent School District 271 approves organizational matter "H" for 2013. Motion carried unanimously.

H. Compensation for Board Members

RESOLVED, that the School Board of Independent School District 271 approves compensation for School Board members at the rate of \$600.00 per month for 2013.

[No change in compensation amount since 2005.]

[School Board member expense allocation will be addressed during the 2013-2014 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2013-2014.]

VIII. PART A

1. Board Business

Minutes

a. Minutes of the Regular Meeting of the School Board on December 10, 2012.

Personnel Items

b. Personnel Items—Licensed Personnel: Resignation, Employments, Changes of Status. Administrative Personnel: Retirement. Independent Personnel: Retirement, Employment. Classified Personnel: Retirements, Resignations, Leaves of Absence, Employments, Changes of Status.

403b Retirement Plan Amendment

c. RESOLVED, that the School Board of Independent School District 271 ("District") amends and approves the Bloomington Public Schools 403(b) Retirement Plan (the "Plan") in the attached form, effective January 1, 2013; RESOLVED FURTHER, that the appropriate officers of the District be authorized and directed to execute the Plan on behalf of the District; RESOLVED FURTHER, that the officers of the District be authorized and directed to execute and deliver any documents required by law.

Non-Resident Students

d. Non-Resident Student Agreements 2012-2013: Sixteen (16) students entering Bloomington and thirty-one (31) students leaving. Non-Resident Student Agreements 2013-2014: Thirty-nine (39) students entering Bloomington and two (2) leaving.

2. Field Trip Approval

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

3. Contracts/Agreements

Student Teaching
Concordia University

a. RESOLVED, that the School Board of Independent School District 271 approves a Student Teaching Agreement with Concordia University. This agreement will be in effect from December 12, 2012 to June 30, 2015.

Student Teaching
Luther College

b. RESOLVED, that the School Board of Independent School District 271 approves a Student Teaching Agreement with Luther College. This agreement will be in effect from December 13, 2012 to June 30, 2015.

- Headway Emotional Health Services Amended Contract c. RESOLVED, that the School Board of Independent School District 271 approves the amended contract with Headway Emotional Health Services to provide mental health services to enrolled students with emotional behavioral disorders. This amended contract is for increased services through June 15, 2013.
- Headway Facilities & Ancillary Support Amended Contract d. RESOLVED, that the School Board of Independent School District 271 approves the amended contract for Headway's use of District facilities, ancillary support and collaboration services. This amended contract is for increased services through June 15, 2013.
- ReaLife Church Olson Middle e. RESOLVED, that the School Board of Independent School District 271 approves the site development agreement between the City of Bloomington and Independent School District 271 and ReaLife Church.

4. *Regulation for Information*

Regulation 620.1 Revisions made to Regulation 620.1, College Level Courses/Grade Weighting—current language in the procedures place constraints on our ability to continue to develop innovative programs that expand beyond the current K-12 system. The changes to the regulations will allow for programs that are under the direction of Bloomington Public Schools that offer college level courses to be granted weighted grades. These programs may not always be offered within the high school buildings, but are monitored and overseen by Bloomington Public Schools education professionals. This would include the current Advanced Placement (AP) program, College in the Schools (CIS) program as well as the possibility of the expansion of Dimensions Academy (DA) to the high school level. No changes were made to the policy.

Arlene Bush moved, Maureen Bartolotta seconded, approval of Part A items in accordance with all of the written material submitted to the School Board. Motion carried unanimously.

IX. PART B

Bid Award NH Switchgear Replacement Mark Hibbs moved, Dick Bergstrom seconded, that the School Board of Independent School District No. 271 accepts the Total Construction & Equipment, Inc., Inver Grove Heights, Minnesota bid of \$143,700 to replace the electrical switchgear at Normandale Hills Elementary School; and to approve the contract with Total Construction & Equipment, Inc. to accomplish this work. Motion carried unanimously.

This project is identified in our 2013-14 Alternative Facilities Plan. The project involves replacing the service entrance cable, main switch, feeder cable and main distribution panel. This equipment has exceeded its intended lifespan and this work will reduce the chances of an unplanned power outage due to equipment failure. Funding for this project is from the Alternative Facilities Fund. The bid specifications were reviewed by our district attorney and insurance agent.

Labor Management Committee Report Co-Chairs Bruce Pappas and Brad Parker presented an update to the School Board on the activities of the Labor Management Committee (LMC) for 2011-2012. The report included a review of the goals and accomplishments and an overview of goals for 2012-2013. Committee membership includes a representative from each of the District's bargaining groups, two administrators and two School Board members. Board member representatives to the LMC have been Mark Hibbs and Maureen Bartolotta. The mission and goal statements remain the same. The committee desires to communicate within its individual groups, as well as look out for the best interests of employees and thereby the District and by doing so impacting student learning and achievement.

The LMC was formed in 1991. In 1999, LMC took over the work of the District Insurance Committee. In July 2008, the District moved to high deductible health plan/health savings account and moved to self-insurance in July 2009. Insurance achievements since July 2008 include annual FICA savings. The total balance in health savings accounts as of November 30, 2012 was \$2.3 million.

Mr. Pappas and Mr. Parker reported on several of the activities and accomplishments for the last year as well as recommendations made to and adopted by the School Board. Goals for 2012-2013 include: increase collaboration between management and labor, continue oversight of the self-insurance plan, explore possible changes to the health insurance plan document through employee feedback, support and evaluate wellness initiatives and explore additional healthcare innovations and build a culture that supports the physical and emotional well-being of all employees.

X. BOARD COMMITTEE REPORTS Maureen Bartolotta reported that the Calendar Committee met and will be bringing forth a recommendation to the School Board for the 2013-2014 school calendar. Dick Bergstrom reported on meetings of the District Diversity Advisory Committee and the Bloomington Richfield Parent Advisory Council and highlighted the Jefferson spaghetti dinner featuring the Connection and JIVE choirs. Tim Culver reported on the meeting of the Association of Metropolitan School Districts (AMSD) at which legislators received presentations regarding AMSD's legislative platform, issues and concerns. The Minnesota School Boards Association (MSBA) conference is this week. MSBA also has developed a legislative platform, which can be accessed through its website.

XI. SUPERINTENDENT'S REPORT Superintendent Les Fujitake met with the Bloomington Chapter of AARP at Creekside Center to provide the annual school district update. A special thank you to the Jefferson High School saxophone trio—Lucy Reiber, Elizabeth Alonzi, Kelsey Faulise—who delivered an outstanding performance for our senior citizens. Dan Fretland is their instrumental music teacher.

The Valley View Elementary School construction project to add two early childhood classrooms and a parent education room is currently underway. The project remains on schedule to be completed by Spring Break.

The U.S. Department of Education's *Voluntary Public School Choice* program supports states and school districts in efforts to expand a public school choice program. Competitive five-year grants have been awarded in two cycles of grants. The Minnesota Department of Education has secured grants in each of the two funding cycles, and was recently notified it will be awarded another five-year grant this year. The focus for this new set of grant applications will be aligning secondary to post-secondary programs and job/career readiness. Mr. Fujitake is one of ten superintendents invited to participate. This opportunity ties in with our District's Pathways to Graduation programming. A meeting to brief selected school districts is scheduled for later this month.

XII. OTHER

None.

XIII. ADJOURNMENT

There being no further business to come before the School Board, the meeting was adjourned at 8:32 p.m.

Dick Bergstrom, Clerk