

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

January 8, 2018

- 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 Acting Chair Tom Bennett at 7:00 p.m. on January 8, 2018, in the Arlene Bush Board Room at the Educational Services Center, 1350 West 106th Street, Bloomington, Minnesota.
- Members Present: Tom Bennett, Acting Chair; Nelly Korman, Clerk; Jim Sorum, Treasurer; Maureen Bartolotta, Beth Beebe, Dick Bergstrom, and Dawn Steigauf.
- Attorney Present: David Holman.
(There are no abstentions unless otherwise stated.)
- Administration Present: Les Fujitake, Eric Melbye, John Weisser, Mary Burroughs, Rick Kaufman, Jennifer McIntyre, Tamra Sieve, and John Weisser.
- II. PLEDGE OF ALLEGIANCE Recited.
- III. OATHS OF OFFICE Beth Beebe, Tom Bennett, Jim Sorum and Dawn Steigauf took the Oath of Office administered by School District Attorney David Holman. Officially, their terms began on Monday, January 2, 2018. Each Director will serve a term of four years. Re-elected School Board members are Tom Bennett, Jim Sorum and Dawn Steigauf. Beth Beebe is a new School Board member replacing Ric Oliva who did not seek re-election.
- IV. ELECTION OF OFFICERS Acting Chair Tom Bennett called for nominations for the election of School Board Chair.
- Dick Bergstrom moved to elect Dawn Steigauf as Chair of the School Board. Acting Chair Bennett called for further nominations. Hearing none, he declared nominations closed and called for the vote. Motion carried unanimously.
- Board Chair Dawn Steigauf proceeded with conducting the meeting. She called for nominations for School Board Vice Chair.
- Tom Bennett moved, Dick Bergstrom seconded, to elect Nelly Korman as Vice Chair of the School Board. Chair Steigauf called for further nominations. Hearing none, she declared nominations closed and called for the vote. Motion carried unanimously.
- Board Chair Dawn Steigauf called for nominations for School Board Clerk.
- Dick Bergstrom moved, Tom Bennett seconded, to elect Maureen Bartolotta as Clerk of the School Board. Chair Steigauf called for further nominations. Hearing none, she declared nominations closed and called for the vote. Motion carried unanimously.

Board Chair Dawn Steigauf called for nominations for Treasurer.

Jim Sorum moved, Maureen Bartolotta seconded, to elect Dick Bergstrom as Treasurer of the School Board. Chair Steigauf called for further nominations. Hearing none, she declared nominations closed and called for the vote. Motion carried unanimously.

Board Chair Dawn Steigauf called for nominations for Deputy Clerk.

Dick Bergstrom moved, Maureen Bartolotta seconded, to elect Rod Zivkovich as Deputy Clerk of the School Board. Chair Steigauf called for further nominations. Hearing none, she declared nominations closed and called for the vote. Motion carried unanimously.

[School Board Members attended a Study Session on January 2, 2018, to discuss organizational matters for 2018, including officers and representatives to organizations and committees.]

- V. APPROVAL OF AGENDA Tom Bennett moved to approve the agenda. Jim Sorum moved, Maureen Bartolotta seconded, to amend the agenda to include under Part A, Field Trip Approval. Motion to amend carried unanimously. Chair Steigauf called for the vote on approval of the amended agenda. Motion carried unanimously.
- VI. RECOGNITION STUDENTS/STAFF/ PUBLIC
Radar Oak Grove Middle School Principal introduced Radar the therapy dog. Radar is a black lab certified as a therapy dog. Radar comes to school each day and is available to interact with students in special education settings and/or students who may need a calming factor due to anxiety in a variety of situations or when students need a cool head. Students get a sense of responsibility and affection for Radar as they may care for him by taking him for a walk. Radar resides with Mr. Ingemann and his family. Radar arrived eleven weeks ago and has been involved in assisting with 30 mental health situations. Radar already has proven to be a very valuable asset to school life. Special thanks to Jim Sorum for helping make the connection to secure Radar.
- Dr. Martin Luther King Jr. Day Maureen Bartolotta moved, Beth Beebe seconded, that the School Board approves the attached proclamation (on file) recognizing January 15, 2018, as Martin Luther King Jr. Day. Motion carried unanimously.
- Dr. Martin Luther King, Jr. left a legacy that secured progress on civil rights in the United States. In 1964, he received the Nobel Peace Prize for his work to end racial segregation and racial discrimination through non-violent means. Youth Commissioner Najma Dayib, a Kennedy High School student, accepted the proclamation on behalf of the Bloomington Human Rights Commission.
- Art Project **Student Holiday Art Project**—The School Board extended appreciation to Art teachers and their students for completing the 2017 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 Alexandra Loosebrock and Valley View Elementary students, and art specialist Anne Girton and Olson Middle School students.

Staff

Tech Exceptional Teacher Awards—Two ISD 271 staff members are annually recognized for exceptional work through integration of technology. This year, Kathryn Haddad, a Language Arts teacher at Kennedy High School, and Whitney Determan, a first grade teacher at Indian Mounds Elementary School have been selected as recipients of the Tech Exceptional Teacher Award. John Weisser, Executive Director of Technology and Information Services, and Holly Skadsem, Digital Content Coordinator, highlighted their innovative teaching strategies and use of technology. Kathryn Haddad has been working with teachers developing online courses and will teach a humanities class next year. Whitney Determan uses seamless, integrated technology in her classroom. The Board saw a video in the fall of her students using their Ipads for Math. At the end of each day she offers the students a flex learning model whereby they can choose from a menu of what they want to learn and when.

VII. SCHOOL BOARD ORGANIZATION 2018

Tom Bennett moved, Maureen Bartolotta seconded, that the School Board of Independent School District 271 approves organizational items “A through J” for 2018 as printed on the agenda. 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 3rd 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

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, 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.

9. MN Trust, c/o PMA Financial Network, Inc., 27545 Diehl Road, Suite 100, Warrenville, IL 60555 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. Venture Bank, 4470 West 78th Street Circle, Suite 100, Bloomington, MN, 55435, is designated for a credit card payment system 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 Account 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 2017-2018 were approved by the School Board at its meeting of August 14, 2017.

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 Dawn Steigauf, Clerk Maureen Bartolotta and Treasurer Dick Bergstrom.

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 \$2,870; 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 Beth Beebe as its representative to the Minnesota State High School League.
3. RESOLVED, that the School Board appoints Jim Sorum as its representative to the Minnesota School Districts' Data Processing Joint Board (TIES).
4. RESOLVED, that the School Board appoints Nelly Korman as its representative to the Association of Metropolitan School Districts and Beth Beebe as alternate.
5. RESOLVED, that the School Board appoints Nelly Korman as its legislative liaison with the Minnesota School Boards Association (MSBA).
6. RESOLVED, that the School Board confirms the appointment by MSBA of Maureen Bartolotta, Dick Bergstrom and Nelly Korman as delegate assembly members for a two-year term [2017 and 2018].

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 Parent Advisory Council, Community Education Services Advisory Council, Special Education Community Advisory Council, Community Collaborative Council, Community Financial Advisory Committee, Calendar Committee, Insurance Committee, Safe and Drug Free Schools Task Force, 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 2018. *[No change in compensation amount since 2005].*

[Note: School Board member expense allocation will be addressed during the 2018-2019 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2018-2019.]

VIII. PART A
Board Business

- Minutes of the World’s Best Workforce Annual Public Meeting held December 11, 2017.
- Minutes of the Regular Meeting of the School Board held December 11, 2017.
- Personnel Items—Licensed Personnel: Employments. Independent Personnel: Employment. Classified Personnel: Termination, Resignations, Employments, Changes of Status.
- Field Trip Approval.

Dick Bergstrom 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
School Board
Goals Mid-Year
Update

Chair Dawn Steigauf gave a mid-year report on progress the School Board has made on its 2017-2018 goals.

Governance

- Assure the continuation of the Operating Referendum – *Referendum Passed.*
- Review and update the Strategic Plan, if needed— *Strategic Plan reviewed at Board Retreat 11-6-17. Board approved updated Strategic Plan 12-11-17.*

Operational Oversight

- 2017-2018 Milestone Vision Metrics and three component plans to be evaluated— *Milestone Vision Metrics were reviewed/updated at the Board Retreat held 11-6-17 and presented at the World’s Best Workforce Annual Public meeting held 12-11-17.*

- Review and update enrollment projections (last demographer report December 2014)— *We continue to search for an external source to help with enrollment projections.*

Policy

- Review and update 20 policies, if needed— *Board Policy Committee met and Board action has been taken on eleven (11) policies to date.*

Superintendent Relations

- Work with Superintendent to assure the continuation of the Operating Referendum— *Referendum passed.*

Community Engagement

- Work with community partners to assure the continuation of the Operating Referendum— *Referendum passed.*
- Update Community Engagement Plan— *In progress. Plan being reviewed by the current Board Community Engagement Committee members; committee met 12-18-17.*

X. BOARD MEMBER REPORTS

Dick Bergstrom highlighted meets of the Nordic Ski (JHS & KHS) Team cross country meet and a Kennedy Swim Team meet. Nelly Korman highlighted upcoming Minnesota School Boards Association conferences/workshops. She will be a keynote speaker at the MSBA second annual School Board Members of Color meeting being held on January 10. Beth Beebe shared that in preparation as a new board member she visited with several district staff members and visited her ambassador sites, which are Westwood Elementary School and the Community Education Campus. Dawn Steigauf indicated that board member committee assignments and representations were discussed at the organizational study session on January 2, and at this time, board member representatives for negotiations remain the same as all contracts are settled and there is no current activity for the next round of negotiations; Beth Beebe will take Ric Oliva's assignment. Board/school ambassador assignments remain the same with Beth Beebe taking Ric Oliva's sites.

XI. SUPERINTENDENT REPORT

Superintendent Les Fujitake called attention to the display board that reflects the refreshed Strategic Plan (Vision Statement and Strategic Directions) approved by the School Board at the December 11 meeting.

Governor Dayton has appointed Superintendent Fujitake to his Workforce Development Board.

A joint meeting of the School Board and City Council is being planned for the end of February.

XII. OTHER

None.

XIII. ADJOURNMENT

There being no further business to come before the School Board, the meeting was adjourned at 7:45 p.m.

Maureen Bartolotta, Clerk