

INDEPENDENT SCHOOL DISTRICT 271  
Bloomington, Minnesota

**Agenda**  
SCHOOL BOARD ORGANIZATIONAL MEETING  
Monday, January 11, 2016  
7:00 p.m.

**Arlene Bush Board Room  
Bloomington Public Schools  
Educational Services Center  
1350 West 106th Street  
Bloomington, Minnesota**

- I. ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. OATHS OF OFFICE – Maureen Bartolotta, Dick Bergstrom, Nelly Korman.
- IV. ELECTION OF OFFICERS
  - Chair
  - Vice Chair
  - Clerk
  - Treasurer
  - Deputy Clerk
- V. APPROVAL OF THE AGENDA
- VI. RECOGNITION OF STUDENTS/STAFF/PUBLIC
  - Friend – The Walser Foundation
  - Dr. Martin Luther King, Jr. Day Proclamation
  - Robin Krueger, Olson Elementary School, Holiday Card Project
- VII. BOARD OF EDUCATION ORGANIZATION FOR 2016
  - A. Board Meetings/Study Sessions
    1. Place: Office of the Board of Education, 1350 West 106th Street.
    2. Dates and Times: the 2<sup>nd</sup> Monday of each month will be a School Board meeting (7 p.m.). The 4<sup>th</sup> Monday of each month will be a School Board Meeting (7:00 p.m.) followed by a Study Session. [Exception: If a holiday falls on a Monday, the Board session will be on Tuesday.]

*The 3<sup>rd</sup> Monday of each month will be held for a meeting, a study session or a meeting/study session, if needed (7:00 p.m. unless determined otherwise for a particular session).*
    3. Parliamentary Rules of Procedure: Robert's Rules of Order Newly Revised, when not in contravention to state law.
    4. 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 used 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. U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is designated as depository for the Student Activity Fund account.
7. 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.
8. 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.
9. 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.
10. 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.
11. 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.

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.

The Executive Director of Finance and Support Services, 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 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, and 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 Director of Transportation; 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 Coordinator for Multi-Tiered Systems of Support is appointed as the District's Local Education Agency (LEA) Representative for State and Federal Programs.

The Superintendent, or his/her designee, is authorized to execute documents, as appropriate, to the daily operations of the school district. The Superintendent, Director of Finance, 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 2015-2016 were approved by the School Board at its meeting of August 10, 2015.

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 \_\_\_\_\_, Clerk \_\_\_\_\_ and Treasurer \_\_\_\_\_.
- 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 \$2,765; 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 agent 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. (Three-year term effective July 1, 2014 through June 30, 2017.)  
[Reference: Board approved June 23, 2014.]
2. RESOLVED, that the School Board appoints Jim Sorum 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 Tom Bennett as alternate through June 30, 2016. Effective July 1, 2016, Ric Oliva will become the alternate.
5. RESOLVED, that the School Board appoints Maureen Bartolotta as its liaison with the Minnesota School Boards Association.
6. RESOLVED, that the School Board confirms the appointment of Minnesota School Board Association Delegate Assembly representatives for a two-year term (2015 and 2016): Maureen Bartolotta, Dawn Steigauf and Tom Bennett.

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, 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, Citizens Activities/Athletics Advisory Committee, Calendar Committee, Labor Management Committee, Safe and Drug Free Schools Task Force, District Diversity Advisory Committee, PTSA Council, Bloomington United for Youth, Education Foundation of Bloomington and the Board Youth Advisory Council Task Force.

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 2016.  
*[No change in compensation amount since 2005].*

*[Note: School Board member expense allocation will be addressed during the 2016-2017 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2016-2017.]*

VIII. PART A

1. Board Business

- a. Minutes of the School Board Meeting held December 14, 2015 [School Board]
- b. Personnel Items—Licensed Personnel: Leaves of Absence, Resignation, Employments, Changes of Status.  
Independent Personnel: Retirement, Change of Status.  
Classified Personnel: Leave of Absence, Retirement, Resignations, Employments, Changes of Status.  
Contract Language Modification-Independents and Community Education Hourly [Mary Burroughs]

2. Field Trip Approval [Eric Melbye]

3. Contracts/Agreements

- a. Renewal of Occupancy Agreements Between the Board of Trustees of the Minnesota State Colleges and Universities, on Behalf of Hennepin Technical College and Independent School District 271 (Metro South) [Tamra Sieve]
- b. Agreement with Washburn Center for Children [Andy Kubas]
- c. Agreement with Accurate Home Health Care of Minnesota [Jennifer McIntyre]

IX. PART B

1. School Calendar 2016-2017 [Eric Melbye]

2. Board Goals Mid-Year Progress Report [School Board]

X. BOARD MEMBER REPORTS

XI. SUPERINTENDENT'S REPORT

XII. OTHER

XIII. ADJOURNMENT