

INDEPENDENT SCHOOL DISTRICT NO. 271  
Bloomington, Minnesota

**Agenda**  
BOARD OF EDUCATION ORGANIZATIONAL MEETING  
Monday, January 14, 2013  
7:00 p.m.

Community Rooms 610/610A  
Educational Services Center  
1350 West 106th Street

- I. ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. OATH OF OFFICE – Lyle Abeln
- IV. ELECTION OF OFFICERS
  - Chair
  - Vice Chair
  - Clerk
  - Treasurer
  - Deputy Clerk
- V. APPROVAL OF THE AGENDA
- VI. RECOGNITION OF STUDENTS/STAFF/PUBLIC
  - Dr. Martin Luther King, Jr. Day Proclamation
  - FRIEND—Bloomington Theatre and Art Center
  - Robin Krueger, Olson Elementary School, Holiday Card Project
  - David Floeder, National Chess Champion
  - Holly Skadsem, TIES Exceptional Teacher
  - Todd Walsh, TIES Exceptional Teacher
- VII. BOARD OF EDUCATION ORGANIZATION FOR 2013
  - A. Board Meetings/Workshops
    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 p.m.) followed by a Study Session. *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 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.

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.
3. NPC Merchant Payment Processing, 5100 Interchange Way, Louisville, KY 40229.
4. 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.

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.

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.

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.

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. Insurance Agent

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

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; and that in addition to the monthly retainer, standard attorney's fees will be paid for representing the school district at court-type hearings.

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 and *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.

H. 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 2013.  
[No change in compensation amount since 2005].

[Note: 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
  - a. Minutes of the School Board—Regular Meeting of December 10, 2012; Special Meeting January 5, 2013; and Reconvened Special Meeting January 8, 2013 [School Board]
  - b. Personnel Items--Licensed Personnel: Resignation, Employments, Change of Status. Administrative Personnel: Retirement. Independent Personnel: Retirement, Employment. Classified Personnel: Retirements, Resignations, Leaves of Absence, Employments, Changes of Status [Bruce Pappas]
  - c. Amendment of Bloomington Public Schools 403(b) Retirement Plan [Bruce Pappas]
  - d. Summary of Non-Resident/Resident Student Attendance Agreements [Chris Lennox]

2012-2013 Students Entering Bloomington	=	16
2012-2013 Students Leaving Bloomington	=	31
2013-2014 Students Entering Bloomington	=	39
2013-2014 Students Leaving Bloomington	=	2
2. Field Trip Approvals [Chris Lennox]
3. Contracts/Agreements
  - a. Concordia University Student Teaching Agreement [Tim Anderson]
  - b. Luther College Student Teaching Agreement [Tim Anderson]
  - c. Amended Contract with Headway Emotional Health Services to Provide Mental Health Services for Special Education Students Enrolled in Independent School District 271 [Eric Melbye]
  - d. Amended Contract with Headway Emotional Health Services to Provide Facilities, Ancillary Support and Collaborative Services [Eric Melbye]
  - e. Site Development Agreement with City of Bloomington for RealLife Church at Olson Middle School [Tom Holton]
4. Regulation Revision for Information
  - Regulation 620.1, College Level Courses/Grade Weighting [Chris Lennox]

IX. PART B

1. Bid Award – Normandale Hills Elementary School Switchgear Replacement [Rod Zivkovich]
2. Labor Management Committee Report [Bruce Pappas/Brad Parker]

X. BOARD COMMITTEE REPORTS

XI. SUPERINTENDENT'S REPORT

XII. OTHER

XIII. ADJOURNMENT