

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

January 9, 2017

- 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 Maureen Bartolotta at 7:00 p.m. on January 9, 2017, in the Arlene Bush Board Room at the Educational Services Center, 1350 West 106th Street, Bloomington, Minnesota.

Members Present: Maureen Bartolotta, Chair; Ric Oliva, Vice Chair; Nelly Korman, Clerk; Tom Bennett, Treasurer; Dick Bergstrom, Jim Sorum and Dawn Steigauf.

Attorney Present: David Holman.
(There are no abstentions unless otherwise stated.)

Administration Present: Les Fujitake, Eric Melbye, Mary Burroughs, Dave Heistad, Rick Kaufman, Jennifer McIntyre, Tamra Sieve, and John Weisser.

- II. PLEDGE OF ALLEGIANCE Recited.

- III. ELECTION OF OFFICERS Chair Maureen Bartolotta called for nominations for the election of School Board Chair.

Dick Bergstrom moved, Tom Bennett seconded, to elect Ric Oliva as Chair of the School Board. Chair Bartolotta called for further nominations. Hearing none, she declared nominations closed and called for the vote. Motion carried unanimously.

Board Chair Ric Oliva proceeded with conducting the meeting. He called for nominations for School Board Vice Chair.

Dawn Steigauf moved, Maureen Bartolotta seconded, to elect Tom Bennett as Vice Chair of the School Board. Chair Oliva called for further nominations. Hearing none, he declared nominations closed and called for the vote. Motion carried unanimously.

Board Chair Ric Oliva called for nominations for School Board Clerk.

Jim Sorum moved, Dick Bergstrom seconded, to elect Nelly Korman as Clerk of the School Board. Chair Oliva called for further nominations. Hearing none, he declared nominations closed and called for the vote. Motion carried unanimously.

Board Chair Ric Oliva called for nominations for Treasurer.

Tom Bennett moved, Dawn Steigauf seconded, to elect Jim Sorum as Treasurer of the School Board. Chair Oliva called for further nominations. Hearing none, he declared nominations closed and called for the vote. Motion carried unanimously.

Board Chair Ric Oliva called for nominations for Deputy Clerk.

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

[School Board Members attended a Study Session on January 3, 2017, to discuss organizational matters for 2017, including officers and representatives to organizations and committees.]

- IV. APPROVAL OF AGENDA Dick Bergstrom moved, Maureen Bartolotta seconded, to approve the agenda. Motion carried unanimously.

- V. RECOGNITION STUDENTS/STAFF/PUBLIC **Proclamation**—Tom Bennett moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 approves the attached proclamation (on file) recognizing January 16, 2017, as Martin Luther King Jr. Day. Motion carried unanimously.

Dr. Martin Luther King Jr. Day 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 Commissioners Daniela Kunkel, a Jefferson High School student, and Savannah Salato, a Kennedy High School student, accepted the proclamation on behalf of the Bloomington Human Rights Commission.

- Friend **CAREI (Center for Applied Research and Educational Improvement)**—The District is fortunate to have businesses and organizations supporting our learners and the community of Bloomington. In appreciation of these collaborations efforts, the School Board recognizes “Friends” of education. Dr. Dave Heistad, Executive Director of Research, Evaluation and Assessment, introduced Dr. Ted Christ, Director of CAREI, experts in research, evaluation and assessment with a wealth of diverse and interrelated experience. CAREI is a research center that serves as the link between research and practice in Minnesota Schools PreK-16 and other agencies interested in applied educational research. The school district has worked with CAREI for several years.

- DECA **Minnesota State DECA President**—Danny Boie, Jefferson High School, has been selected as the new President of Minnesota State DECA. He was elected from a field of eleven candidates. Eric Roesler highlighted Danny’s leadership and work with DECA, which prepares emerging leaders and entrepreneurs for careers in marketing, finance, hospitality and management.

- Staff **TIES Exceptional Teacher Awards**—The annual TIES Conference was held in December. As part of conference activities, two ISD 271 staff members—Scott Cater, a Math teacher at Jefferson High School and Stephanie MacPhail, a fifth grade teacher at Washburn Elementary School—were recognized as recipients of the TIES Exceptional Teacher Award for their use of technology in the classroom to engage students in learning.

John Weisser, Executive Director of Technology and Information Services and Holly Skadsem, Digital Content Coordinator, highlighted their innovative teaching strategies and use of technology tools.

Art Project

Student Holiday Art Project—The School Board extended appreciation to Art teachers and their students for completing the 2016 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 Anne Girton, Megan Logering and Olson Middle School students; Gabrielle Erickson and Oak Grove Middle School students; and Deb Lipinski, Oak Grove Middle School STRIVE program students. Some of this year’s cards showcased the centennial— 100 years of Bloomington Public Schools.

Public

Tom Pelava addressed the School Board about a situation with his child in which he believes staff overused power of mandatory reporting. He shared his disappointment with how his situation was handled. Seven staff members spoke/presented information in support of early childhood teachers being placed on the teacher contract— Tim Suzuki, Don Gramenz, Bridget Schwandt, Katy Peterson, Rachel Page, Jackie Simacek, Gaye Lynn Sarff—including sharing a side by side comparison of Pre-K and K-5 teacher responsibilities.

VI. BOARD OF EDUCATION ORGANIZATION

Dick Bergstrom moved, Maureen Bartolotta seconded, that the School Board of Independent School District 271 approves organizational items “A and H” for 2017. A replacement motion was presented. Jim Sorum moved, Maureen Bartolotta seconded, approval of organizational items “A and B” for 2017. 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 designated as 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. TIES 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.

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 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 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 2016-2017 were approved by the School Board at its meeting of August 8, 2016.

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.

Maureen Bartolotta moved, Dawn Steigauf seconded, that the School Board approves organizational item "C" for 2017. 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 Ric Oliva, Clerk Nelly Korman and Treasurer Jim Sorum.

Dick Bergstrom moved, Tom Bennett seconded, that the School Board approves organizational items "D-H" for 2017. 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).

E. School Board Attorney

RESOLVED, that the School Board retains Holman Law Office as legal counsel to the Board at a monthly rate of \$2,810; 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.

Jim Sorum moved, Maureen Bartolotta seconded, that the School Board approves organizational item "I" for 2017. Motion carried unanimously.

I. Board Representation

1. RESOLVED, that the School Board confirms the appointment of Dick Bergstrom to the Intermediate District 917 Board completing a three-year term effective July 1, 2014 through June 30, 2017 as approved June 23, 2014; and appoints Dick Bergstrom to a three-year term 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.

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 Ric Oliva as 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 will submit to MSBA the names of Maureen Bartolotta, Dawn Steigauf, Tom Bennett and Nelly Korman for consideration 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, 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, Education Foundation of Bloomington and the Board Student Advisory Council Committee.

Tom Bennett moved, Dick Bergstrom seconded, that the School Board approves organizational item "J" for 2017. Motion carried unanimously.

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 2017. *[No change in compensation amount since 2005].*

[Note: School Board member expense allocation will be addressed during the 2017-2018 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2017-2018.]

VII. PART A

1. *Board Business*

Minutes

- a. Minutes of the World's Best Workforce Annual Public Meeting held December 12, 2016.
Minutes of the Regular Meeting of the School Board on December 12, 2016.

Personnel Items

- b. Personnel Items—Licensed Personnel: Employments, Changes of Status. Independent Personnel: Resignation. Classified Personnel: Leaves of Absence, Resignations, Employments, Changes of Status.

2. *Grant*

United Way

RESOLVED, that the School Board of Independent School District 271 accepts a \$10,000 grant from the Greater Twin Cities United Way to purchase three MakerSpace 3D printers.

3. *Contracts/Agreements*

Homework Connection Agreement Revised

RESOLVED, that the School Board of Independent School District 271 approves the revised agreement between the City of Bloomington and Independent School District 271 for the Volunteer Connection/Homework Connection program. The term of the agreement is from January 12, 2017 through May 4, 2017.

Maureen Bartolotta moved, Dick Bergstrom 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

Custodial, Maintenance, and Transportation 2015-2017 Contract

Dick Bergstrom moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 approve and ratify the 2015-17 Negotiated Contract between the School District and the Custodial, Maintenance and Transportation Employees SEIU Local #284. On roll call vote, Dawn Steigauf, Maureen Bartolotta, Jim Sorum, Tom Bennett, Ric Oliva and Nelly Korman voted in favor. Dick Bergstrom voted against. Motion carried 6-1.

The Custodial, Maintenance and Transportation Employees SEIU Local #284 ratified the tentative agreement for the 2015-17 Master contract on Friday, December 12, 2016. The tentative agreement includes salary schedule improvements of 1.5% for 2015-16 and 1.5% for 2016-17. In addition, the tentative agreement includes the following:

- Increase to Schedules C of 1.5% both years
- Addition of non-mechanical call-back stipend (6.11 & Schedule C)
- Previously agreed to out-of-network out-of pocket maximums for health insurance (7.2)
- Increase to the District health insurance contribution and HSA contribution both years (7.2 & 7.3)
- Language clarification throughout contract
- Addition of MOU regarding Good Friday
- "Housekeeping" changes

The Board received detailed copies of all proposed language, insurance changes, and schedule changes in the tentative agreement.

Clerical
Contract
2015-2017

Maureen Bartolotta moved, Tom Bennett seconded, that the School Board of Independent School District No. 271 approve and ratify the 2015-2017 Master Contract between Independent School District 271 – Bloomington, Minnesota, and the Association of Bloomington Clerical. On roll call vote, Dawn Steigauf, Maureen Bartolotta, Jim Sorum, Tom Bennett, Ric Oliva, and Nelly Korman voted in favor. Dick Bergstrom voted against. Motion carried 6-1.

The District and the Association of Bloomington Clerical reached a tentative agreement for the 2015-2017 Master Contract on December 6, 2016 and the clerical employees ratified the tentative agreement on December 15, 2016. This tentative agreement includes wage schedule improvements of 1.5% Steps 1-6 for 2015-2016 and 1.2% Steps 1-6 for 2016-2017. In addition, the tentative agreement includes the following:

- District will notify Unit about all temporary openings/assignments of 15 days or more (5.14)
- Longevity Pay – additional \$0.05 to each longevity step 2016-2017 (6.4)
- Compensatory Time - Beginning 6/30/17, all compensatory time must be used within 2 pay period of earning (6.7)
- District will pay for required extra licensures, as well as a differential for those that drive a bus (6.11 & 6.12)
- Previously agreed to out-of-network out-of pocket maximums for health insurance (7.2)
- Increase to the District health insurance contribution and HSA contribution both years (7.2 & 7.3)
- Sick leave use – updated to reflect changes in Care of Relatives, Safety and Pregnancy leave (8.1)
- Bumping – clarified bumping language (11.4)
- Added MOU regarding District wide clerical projects
- “Housekeeping”

The tentative agreement is within the allocations approved by the Board for contract. The Board received detailed copies of all proposed language, insurance changes, and schedule changes in the tentative agreement.

Paraprofessional
Contract
2015-2017

Dick Bergstrom moved, Dawn Steigauf seconded, that the School Board of Independent School District No. 271 approve and ratify the 2015-2017 Master Contract between Independent School District 271 – Bloomington, Minnesota, and the Federation of Paraprofessionals. On roll call vote, Dawn Steigauf, Maureen Bartolotta, Jim Sorum, Tom Bennett, Ric Oliva and Nelly Korman voted in favor. Dick Bergstrom voted against. Motion carried 6-1.

The District and the Federation of Paraprofessionals reached a tentative agreement for the 2015-2017 Master Contract on December 8, 2016 and the paraprofessional employees ratified the tentative agreement on December 16, 2016. This tentative agreement includes wage schedule improvements of 1.95% to schedule (excluding longevity) for 2015-2016 and 1.60% to schedule (excluding longevity) for 2016-2017. In addition, the tentative agreement includes the following:

- A restructuring of the salary schedule, which allowed a higher salary schedule increase percentage while staying within board parameter
- Previously agreed to out-of-network out-of pocket maximums for health insurance (7.2)
- Increase to the District health insurance contribution and HSA contribution both years (7.2 & 7.3)
- “Housekeeping”

The tentative agreement is within the allocations approved by the Board for contract. The Board received detailed copies of all proposed language, insurance changes, and schedule changes in the tentative agreement.

Director Bergstrom indicated his reason for not voting in favor of the contracts was relative to the financial component only as it exceeds the one percent of the approved budget.

School Board
Goals Mid-Year
Update

Ric Oliva gave a mid-year report on progress the School Board has made on its 2016-2017 goals.

1. Update a Long-Range Financial Plan that includes an Operating Referendum Plan and a Right Sizing the Budget III Plan – *Agreed to explore options—Board action 12-12-16. Target Amount to be set 1-23-17 and recommendations approved on 2-13-17.*
2. Evaluate 2016-2017 Milestone Vision Metrics— *Presentations by Administration at retreats 8-18-16 and 10-18-16; and at the World’s Best Workforce Annual Public meeting held 12-12-16.*
3. Review and update, if needed, 20 policies— *Board Policy Committee met 11-15-16. Board action taken on eight (8) policies 11-28-16.*
4. Review core values of the District— *Reviewed and discussed at Board retreat 8-8-16.*
5. Update Board Student Advisory Council Program— *Plan developed and implemented. School Board Student Representatives began attending board meetings as of 10-24-16. High School Student Board Representatives led Board Student Advisory Council meetings for high school students 10-24-16 and 11-21-16. Board Student Advisory Council Committee met with middle school BSAC members 11-28-16.*
6. Celebrate Centennial Year of Bloomington Public Schools— *Work in progress with district staff and Education Foundation of Bloomington. Celebration date confirmed for May 19, 2017.*

IX. BOARD MEMBER
REPORTS

Tom Bennett reported that the calendar committee met and a recommendation should be ready or the January 23 board meeting. The committee plans to meet in February to start planning the 2018-2019 calendar. The Pond Early Childhood Center will host movie night on Friday.

Dick Bergstrom attended the Nordic Ski (JHS & KHS) race at Elm Creek, Kennedy High School Show Choir dinner and fundraiser, Chamber Legislative Forum—Representatives Paul Rosenthal and Andrew Carlson attended. Jim Sorum also attended the forum and advocated for adequate, predictable, sustainable funding for education. Dawn Steigauf attended the Kennedy High School Show Choir event, visited Washburn Elementary to see the remodeling, and visited Olson Elementary where she observed second grade students in the Media Center learning coding, she highlighted the upcoming MSBA Leadership Conference that includes Rick Kaufman, Heather Starks and the State PTA President as speakers. Nelly Korman indicated that the theme of the conference is “Courageous Leadership.” She highlighted the professional development session the Board had tonight prior to the Board meeting—equity training. Ric Oliva attended the PTSA Council meeting at which discussion included a wellness policy (questioning food-based rewards) and 2017-2018 school calendar options/conference days.

X. SUPERINTENDENT REPORT

Superintendent Les Fujitake reported on upcoming School Board sessions.

Dick Bergstrom moved, Maureen Bartolotta seconded, to establish a Board retreat on February 15, at 6 p.m. at the Bloomington Chamber of Commerce. The topic is strategic planning. Motion carried unanimously.

Congratulations to our Kids’ SAFARI team on their recent award. Kids’ SAFARI was selected as the Sun Newspapers 2017 Readers’ Choice for Best Childcare. This is a very impressive award as it is voted on by the readers.

A frequently asked question of the Superintendent Fujitake is “How is the School Board doing?” His response is that the School Board works together; exhibiting teamwork—speaking with one voice. He highlighted the five components of a successful team in an organization: *Leadership*—the new leadership on the School Board and the transition handled well. *Goals*—the School Board has goals and objective measures to hold themselves accountable. *Plan*—the School Board has taken ownership of Pathways to graduation. *Values*—leaders set the culture of an organization and the School Board exhibits the core values of the District. *Competent Team Members*—the School Board engages in professional development. Congratulations.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the School Board, the meeting was adjourned at 8:20 p.m.

Nelly Korman, Clerk