

INDEPENDENT SCHOOL DISTRICT 271
Bloomington, Minnesota

Agenda
SCHOOL BOARD ORGANIZATIONAL MEETING
Monday, January 8, 2018
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—Beth Beebe, Tom Bennett, Jim Sorum, Dawn Steigauf
- IV. ELECTION OF OFFICERS
 - Chair
 - Vice Chair
 - Clerk
 - Treasurer
 - Deputy Clerk
- V. APPROVAL OF THE AGENDA
- VI. RECOGNITION OF STUDENTS/STAFF/PUBLIC
 - Introduction to Radar the Therapy Dog
 - Dr. Martin Luther King, Jr. Day Proclamation
 - Art Teachers, Holiday Card Project – Alexandra Loosbrock & Anne Girton
 - Tech Exceptional Teacher Whitney Determan, Indian Mounds Elementary
 - Tech Exceptional Teacher Kathryn Haddad, Kennedy High School
- VII. BOARD OF EDUCATION ORGANIZATION FOR 2018
 - A. Board Meetings/Study Sessions
 1. Place: Office of the School Board, 1350 West 106th Street.
 2. Dates and Times: the 2nd and 4th Mondays of each month will be a School Board meeting beginning at 7 p.m.
[Exception: If a holiday falls on Monday, the School 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.
 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 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 _____, 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 \$2,870; 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 completing a three-year term in effective July 1, 2017 through June 30, 2020, as approved on January 9, 2017.

 - 2. RESOLVED, that the School Board appoints Beth Beebe as its representative to the Minnesota State High School League (MSHSL).

 - 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 (AMSD) 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 [School Board]
- Minutes of the Regular School Board Meeting held December 11, 2017 [School Board]
- Personnel Actions—Licensed Personnel: Employments. Independent Personnel: Employment. Classified Personnel: Termination, Resignations, Employments, Changes of Status. [Mary Burroughs]

IX. PART B

- Board Goals 2017-2018 Mid-Year Progress Report [School Board]

X. BOARD MEMBER REPORTS

XI. SUPERINTENDENT'S REPORT

XII. OTHER

XIII. ADJOURNMENT