

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

January 9, 2012

- I. ROLL CALL Pursuant to due call and notice thereof, and there being a quorum present, the Organizational Meeting of the Board of Education of Independent School District 271 was called to order by Vice Chair Melissa Halvorson Wiklund at 7:00 p.m. on January 9, 2012, in the Community Room at the Educational Services Center, 1350 West 106th Street, Bloomington, Minnesota.

Members Present: Melissa Halvorson Wiklund, Vice Chair; Tim Culver, Clerk; Arlene Bush, Treasurer; Maureen Bartolotta, Dick Bergstrom, Mark Hibbs, and Nelly Korman.

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

Administration Present: Les Fujitake, Nancy Allen-Mastro, Rod Zivkovich, Eric Melbye, Bruce Pappas, Tom Holton and Rick Kaufman.

- II. PLEDGE OF ALLEGIANCE Recited.

- III. OATHS OF OFFICE Maureen Bartolotta, Dick Bergstrom and Nelly Korman took the Oath of Office as administered by School District Attorney David Holman. Officially, their terms began on Monday, January 2, 2012. Each Director will serve a term of four years expiring the first Monday in January 2016. This will be the third term for returning Board member Maureen Bartolotta. Dick Bergstrom and Nelly Korman are newly elected and will serve their first four-year term.

- IV. ELECTION OF OFFICERS School Board Members attended a Study Session on January 3, 2012, to discuss organizational matters for 2012. A slate of officers was developed during the Study Session.

Acting as convener as designated in Board Policy 202, Superintendent Les Fujitake called for nominations for the election of School Board Chair.

Mark Hibbs nominated Melissa Halvorson Wiklund as Chair. No further nominations were put forth for the position of Vice Chair. Nominations were declared closed. A unanimous vote was cast for Melissa Halvorson Wiklund as Chair.

In accordance with Board Policy 202, Chair Melissa Halvorson Wiklund continued with the election of officers.

Tim Culver nominated Mark Hibbs as Vice Chair. No further nominations were put forth for the position of Vice Chair. Nominations were declared closed. A unanimous vote was cast for Mark Hibbs as Vice Chair.

Mark Hibbs nominated Tim Culver as Clerk. No other nominations were put forth for the position of Clerk. Nominations were declared closed. A unanimous vote was cast for Tim Culver as Clerk.

Maureen Bartolotta nominated Arlene Bush as Treasurer. No other nominations were put forth for the position of Treasurer. Nominations were declared closed. A unanimous vote was cast for Arlene Bush as Treasurer.

Maureen Bartolotta nominated Rod Zivkovich as Deputy Clerk. No other nominations were put forth for the position of Deputy Clerk. Nominations were declared closed. A unanimous vote was cast for Rod Zivkovich as Deputy Clerk.

V. APPROVAL OF AGENDA

Maureen Bartolotta moved, Arlene Bush seconded, to approve the agenda. Motion carried unanimously.

VI. RECOGNITION STUDENTS/ STAFF/PUBLIC

Mark Hibbs moved, Maureen Bartolotta seconded, that the School Board of Independent School District 271 approves the attached (on file) proclamation recognizing January 16, 2012, as Martin Luther King, Jr. Day. Motion carried unanimously.

Martin Luther King Jr. Day

Commissioners Marie Holm and Istaahil Maalin accepted the proclamation on behalf of the Bloomington Human Rights Commission.

Students

The Jets Adapted Athletics Soccer Team placed sixth in the State Tournament. The team is comprised of students from Bloomington, Eden Prairie, Edina and Richfield. Team members from Bloomington were recognized: Katie Barten, Rory Gaston, Mark Moren, Mason Ross and Ameilia Vogelsberg. The team is coached by Jefferson teacher Aaron Walton.

Staff

Chuck Vavrosky, Kennedy High School Wrestling Coach was honored for achieving 300 wins. This milestone was achieved on December 2 when the Kennedy Eagles defeated the Burnsville Blaze. Mr. Vavrosky is a Kennedy graduate and has been the head wrestling coach for 26 years.

One-Act Plays

Jefferson and Kennedy One-Act Plays will be presented on February 3 at Kennedy High School. *The Girl in the Mirror*, Jefferson's one-act play, is directed by Laura Schmidt. *The Swimmer*, Kennedy's one-act play, is directed by Jennifer Bingham-May and Mary Beth Weibel. Student actors invited the public to attend these performances.

Art Project

Student Holiday Art Project

The School Board extended appreciation to two of our Art Specialists— Jen Lux, Washburn Elementary School, and Holly Rengstorf, Hillcrest Community School—and their students for doing the holiday card art project. The students were creative in making individualized holiday cards for the School Board to extend greetings of the season to community leaders and business partners.

FRIENDS

The Bloomington School District is fortunate to have businesses and organizations supporting our learners and the community of Bloomington.

TIES— was created as Technology Information Education Services in 1967 to provide technology and information resources to school administrators, educators and students. It is now known solely by the acronym TIES. It is a Minnesota software developer with a history of reliability, stability and state-of-the-art security. TIES integrated student, personal learning, finance, human resources and payroll systems drive decisions through intuitive reports and metric dashboards to optimize school district performance. As the largest education technology training in the Midwest, TIES places high value on the integration of technology in the classroom. For over four decades TIES has proven to be a reliable partner to K-12 educators. The Bloomington School District was one of the original members of TIES. Currently, TIES serves 46 school districts. Betty Schweizer, Executive Director of TIES, highlighted collaborations including pilot projects and awards received with the District.

Academic Innovation

Bloomington Apps— Sean Beaverson, Secondary Technology Coordinator, and Andi Bodeau, Elementary Technology Coordinator, provided highlights of the District’s academic innovation through use of Bloomington Apps designed for our classrooms to promote 21st century skills. The Apps are powered by Google using its suite of tools.

Academic Excellence

TIES Exceptional Teacher Awards
The annual TIES Conference was held in early December. As part of conference activities, two of our staff members—Sean Faulk, Social Studies Teacher at Jefferson and Cristin Caruso, a fifth grade teacher at Poplar Bridge—were recognized as recipients of the TIES Exceptional Teacher Award for their use of technology in the classroom to engage students in learning. Their innovative teaching strategies and use of technology tools were highlighted within the Bloomington Apps presentation.

VII. BOARD OF EDUCATION ORGANIZATION FOR 2012

Mark Hibbs moved, Maureen Bartolotta seconded, that the School Board of Independent School District 271 approves organizational matters “A-H” for 2012. Motion carried unanimously.

A. Board Meetings

Place: Office of the Board of Education, 1350 West 106th Street.
Dates and Times: The 2nd Monday of each month will be a School Board meeting (7 p.m.). The 4th Monday of each month will be a School Board meeting (7 p.m.) followed by a study session. The 3rd Monday of each month will be held for a meeting, a study session or a meeting/study session, if needed.

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.

B. 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.
3. Meridian Bank Jet Pay, (RevTrak), TA22 Merchant Services, 3361 Boyington Drive, Suite 180, Carrollton, TX 75006.
4. Transfirst LLC, 12202 Airport Way, Suite 100, Broomfield, CO 80021.
5. NPC Merchant Payment Processing, 5100 Interchange Way, Louisville, KY 40229.
6. PayPals, 12312 Port Grace Blvd., LaVista, NE 68626.
7. Elavon (Pay Pams), 7300 Chapman Highway, Knoxville, TN 37920.
8. U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is designated as depository for the Student Activity Fund account.
9. 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.
10. MN Trust, c/o PMA Financial Network, Inc., 27545 Diehl Road, Suite 100, Warrenville, IL 60555.
11. 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.
12. 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.
13. Commerce Bank Commercial Credit Card is the District's designated credit card program. 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.

District LEA Representative

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.

Authorization to Sign

The Superintendent, or his/her designee, is authorized to execute documents, as appropriate, to the daily operations of the school district.

Association Memberships for 2011-2012 were approved by the School Board at its meeting of July 11, 2011.

Board Policies

The policies, as contained in the policy book of the District and 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 Melissa Halvorson Wiklund, Clerk Tim Culver and Treasurer Arlene Bush.

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 \$2,550.00 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, 2011 through June 30, 2012. [Previous Reference: Board action on June 13, 2011.]
2. RESOLVED, that the School Board appoints Dick Begstrom as its representative to the Minnesota State High School League and Arlene Bush as the alternate.
3. RESOLVED, that the School Board appoints 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 Melissa Halvorson Wiklund 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.
7. RESOLVED, that the School Board appoints Arlene Bush as its representative to the Metropolitan Learning Alliance.

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. Compensation for Board Members

RESOLVED, that the School Board of Independent School District 271 approves compensation for School Board members at the rate of \$600.00 per month for 2012.

Compensation for School Board members remains at the same rate as 2011, 2010, 2009, 2008, 2007, 2006 and 2005.

[School Board member expense allocation will be addressed during the 2012-2013 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2012-2013 [no change from 2011-2012, 2010-2011 and 2009-2010].

VIII. PART A

1. Board Business

Minutes

- a. Minutes of the Regular Meeting of the School Board on December 12, 2011.

Personnel Items

- b. Personnel Items—Licensed Personnel: Employment, Employment Corrections, Changes of Status. Independent Personnel: Resignation. Classified Personnel: Retirement, Resignations, Leave of Absence, Employments, Changes of Status.

403b Retirement Plan Amendment

- c. RESOLVED, that the School Board of Independent School District 271 ("District") amends and approves the Bloomington Public Schools 403(b) Retirement Plan (the "Plan") in the attached form, effective December 31, 2011; RESOLVED FURTHER, that the appropriate officers of the District be authorized and directed to execute the Plan on behalf of the District; RESOLVED FURTHER, that the officers of the District be authorized and directed to execute and deliver any documents required by law.

Non-Resident Students

- d. Non-Resident Student Agreements 2011-2012: Seven (7) students entering Bloomington and twenty-eight (28) students leaving. Non-Resident Student Agreements 2012-2013: Ten (10) students entering Bloomington.

Authorize Board Member Employment

- e. RESOLVED, that the School Board of Independent School District 271 authorizes the District to employ Director Nelly Korman as a part-time language interpreter and substitute teacher for the District with earnings not to exceed \$8,000 in a fiscal year, exclusive of Board member earnings.

2. *Field Trip Approval* RESOLVED, that the School Board of Independent School District 271 approves field trips per the attached list (on file).

3. *Contracts/Agreements*

MOAC HOLDINGS for SHAPE a. RESOLVED, that the School Board of Independent School District 271 approves the renewal of the lease agreement between MOAC Mall Holdings LLC and Independent School District 271. The lease agreement commences on the first day of December 2011 and ends on the 30th day of November 2012.

City of Bloomington HELP ME GROW b. RESOLVED, that the School Board of Independent School District 271 approves a contract with the City of Bloomington HELP ME GROW: South Hennepin Central Referral Services (formerly SHIELD) to assist in planning interagency services for handicapped children under age five and their families.

4. *Finance*

Gifts & Donations a. RESOLVED, that the School Board of Independent School District 271 accepts gifts and donations, as indicated in the background, in the amount of \$15,286.00.

Finance Reports b. Statement of Revenues and Statement of Expenditures for the month ended November 30, 2011.

Receipts & Disbursements c. Receipts and Disbursements as submitted.

Arlene Bush moved, Mark Hibbs 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

Labor Management Committee Report

Co-Chairs Bruce Pappas and Brad Parker presented an update to the School Board on the activities of the Labor Management Committee (LMC) for 2010-2011. The report included a review of the goals and accomplishments and an overview of goals for 2011-2012. Committee membership includes a representative from each of the District's bargaining groups, two administrators and two School Board members.

Board member representatives to the LMC have been Mark Hibbs and Melissa Halvorson Wiklund. Beginning in 2012, Maureen Bartolotta and Mark Hibbs will represent the Board. The mission and goal statement remains the same. The committee desires to communicate within its individual groups, as well as look out for the best interests of employees and thereby the District and by doing so impacting student learning and achievement.

The LMC was formed in 1991. In 1999, LMC took over the work of the District Insurance Committee. In July 2008, the District moved to high deductible health plan/health savings account and moved to self-insurance in July 2009. Insurance achievements since July 2008 include \$8.8 million in total savings against projected costs over four years, \$74,000 in annual FICA savings. The total balance in health savings accounts as of November 30, 2011 was \$2.2 million.

Mr. Pappas and Mr. Parker reported on several of the activities and accomplishments for the last year as well as recommendations made to and adopted by the School Board. Goals for 2011-2012 include: increase collaboration between management and labor, continue oversight of the self-insurance plan, explore possible changes to the health insurance plan document through employee feedback, support and evaluate wellness initiatives and explore additional healthcare innovations.

Policy 510

Arlene Bush moved, Dick Bergstrom seconded, that the School Board of Independent School District 271 approves the first reading of new policy 510 Cocurricular and Extracurricular Activities.

The purpose of this new policy and the accompanying regulation is to establish governance over cocurricular and extracurricular activities. This is a new policy developed with input from the building principals, activities directors, and the administrative cabinet to provide guidance in areas that are not currently outlined in School Board policy. Included are definitions of cocurricular and extracurricular activities and what is considered to be a school sponsored activity or a non-school sponsored activity. Guidelines for booster organizations and their association with the District are also outlined.

School Board members discussed definitions of cocurricular and extracurricular and some wording in sections B and C of the policy for which further clarification was requested in an effort to simplify the policy language for better understanding. Discussion included the District's risk management pertaining to booster clubs and non-profit organization, methodology for assessing costs, Board's role of must/may take charge of activities. Legal counsel indicated that the term definitions were an effort to insulate liability to the District. Principals indicated that the terms cocurricular and extracurricular are interchangeable among the league/conference.

Mark Hibbs moved, Tim Culver seconded, to table this item for further discussion at the Board's January 23 Study Session. Motion carried unanimously.

Policy 510.3

Maureen Bartolotta moved, Dick Bergstrom seconded, that the School Board of Independent School District 271 approves the first reading of policy 510.3 Cocurricular and Other Student Fees. Motion carried unanimously.

This policy and the accompanying regulation provides direction on how the School Board will govern the District's student fee program. Language has been updated and Policy 527 pertaining to student parking fees has been integrated into the policy to combine fee language into one policy.

Policy 510.6

Tim Culver moved, Maureen Bartolotta seconded, that the School Board of Independent School District 271 approves the first reading of policy 510.6 Addition/Deletion of Cocurricular Activities. Motion carried unanimously.

The purpose of this policy and the accompanying regulation is to provide guidelines for the addition and deletion of cocurricular and extracurricular activities. Language has been updated to include all activities, not just interscholastic sports. The process for adding or deleting an activity was designed to ensure thoughtful and thorough review before making a final recommendation to the School Board.

X. BOARD COMMITTEE REPORTS

None.

XI. SUPERINTENDENT'S REPORT

Superintendent Les Fujitake reported on School Board activities and the need for additional sessions.

Maureen Bartolotta moved, Arlene Bush seconded, to establish a Board Study Session on Tuesday, January 17, at 7 p.m. to discuss Community Services Campus facilities. Motion carried unanimously.

Superintendent Fujitake met with the Bloomington Chapter of AARP at Creekside Center to provide the annual District update. A special thank you to the Kennedy High School orchestra students, under the direction Dr. Michael Scott. The students delivered an excellent performance for our senior citizens.

As a follow up to the last joint meeting with the City, Mayor Gene Winstead is speaking to our high school students. He addressed Jefferson 9th grade students December 7. He is scheduled to address Kennedy seniors on January 11.

The Itasca Project is a CEO led coalition working together to enhance Minnesota's economic vibrancy and quality of life. Given the critical role of higher education to job growth and the economic vitality of our region, Itasca launched a task force this fall to identify strategies for higher education that will drive long-term, sustainable economic growth and prosperity.

The Higher Education Task Force's charge is to identify strategies that should be implemented for higher education in Minnesota to drive long-term, sustainable economic growth and prosperity. The Higher Education Task Force organized a 40 member Advisory Group to provide input and guidance to the Task Force. Superintendent Fujitake is one of three superintendents serving on the Task Force.

XII. OTHER

None.

XIII. ADJOURNMENT

There being no further business to come before the School Board, the meeting was adjourned at 10:12 p.m.

Tim Culver, Clerk