

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

January 13, 2014

- 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 Clerk Dick Bergstrom at 7:00 p.m. on January 13, 2014, in the Community Room at the Educational Services Center, 1350 West 106<sup>th</sup> Street, Bloomington, Minnesota.
- Members Present: Dick Bergstrom, Clerk; Nelly Korman, Treasurer; Maureen Bartolotta, Tom Bennett, Jim Sorum, Ric Oliva and Dawn Steigauf.
- Attorney Present: David Holman.  
(There are no abstentions unless otherwise stated.)
- Administration Present: Les Fujitake, Chris Lennox, Rod Zivkovich, Eric Melbye, Mary Burroughs, Rick Kaufman, Tom Holton and John Weisser.
- II. PLEDGE OF ALLEGIANCE Recited.
- III. OATHS OF OFFICE Tom Bennett, Ric Oliva, Jim Sorum and Dawn Steigauf took the Oath of Office as administered by School District Attorney David Holman. Officially, their terms began on Monday, January 6, 2014. Each Director will serve a term of four years.
- IV. ELECTION OF OFFICERS School Board Members attended a Study Session on January 6, 2014, to discuss organizational matters for 2014, including officers and representatives to organizations and committees.
- Acting as convener as designated in Board Policy 202, Superintendent Les Fujitake called for nominations for the election of School Board Chair.
- Maureen Bartolotta nominated Dick Bergstrom as Chair, seconded by Ric Oliva. No further nominations were put forth for the position of Chair. Nominations were declared closed. Dick Bergstrom was elected Chair by a unanimous vote.
- In accordance with Board Policy 202, Chair Dick Bergstrom continued with the election of officers.
- Jim Sorum nominated Maureen Bartolotta as Vice Chair, seconded by Ric Oliva. Tom Bennett nominated Nelly Korman as Vice Chair, seconded by Dawn Steigauf. No further nominations were put forth for the position of Vice Chair. Nominations were declared closed. On roll call votes, Maureen Bartolotta was elected Vice Chair by a 4-3 vote. Voting in favor of Maureen Bartolotta were Jim Sorum, Maureen Bartolotta, Ric Oliva and Dick Bergstrom. Voting in favor of Nelly Korman were Tom Bennett, Nelly Korman and Dawn Steigauf.

Maureen Bartolotta nominated Jim Sorum as Clerk, seconded by Dawn Steigauf. No other nominations were put forth for the position of Clerk. Nominations were declared closed. A unanimous vote was cast for Jim Sorum as Clerk.

Tom Bennett nominated Nelly Korman as Treasurer, seconded by Dawn Steigauf. No other nominations were put forth for the position of Treasurer. Nominations were declared closed. A unanimous vote was cast for Nelly Korman as Treasurer.

Maureen Bartolotta nominated Rod Zivkovich as Deputy Clerk, seconded by Tom Bennett. 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.

Nelly Korman commented that Minnesota School Boards Association guidelines regarding election of officers differs from the Board's policy as it pertains to a Convener or Superintendent acting as Board Chair to conduct the election for a Board Chair. She requested that this procedure be reviewed before the next organizational meeting.

V. APPROVAL OF AGENDA  
Maureen Bartolotta moved, Tom Bennett seconded, to approve the agenda. Motion carried unanimously.

VI. RECOGNITION STUDENTS/ STAFF/PUBLIC  
Maureen Bartolotta moved, Tom Bennett seconded, that the School Board of Independent School District 271 approves the attached (on file) proclamation recognizing January 20, 2014, as Martin Luther King, Jr. Day. Motion carried unanimously.

Dr. Martin Luther King Jr. Day

Commissioner Dennis Kane and Youth Commissioner Whitney Batterson accepted the proclamation on behalf of the Bloomington Human Rights Commission.

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

**St. Michael's Lutheran Church** has been a partner with the Bloomington Public Schools since 2008 working with students at the Homework Club in the Georgetown Park apartment complex. Sue Timmerman is the outreach and mission coordinator for the church and has helped to coordinate volunteers. The focus was to build friendships and help students with homework. Over the years, St. Michael's has provided 25 volunteers who have served over 100 students through the Homework Club. St. Michael's is planning to expand its outreach opportunities, which includes additional schools and within the community.

Art Project

**Student Holiday Art Project**

The School Board extended appreciation to Art Specialist Alexandra Loosbrock, Valley View Elementary School, and her students for completing 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.

Staff

**TIES Exceptional Teacher Awards**

The annual TIES Conference was held in early December. As part of conference activities, two ISD 271 staff members—Megan Ahlberg, a Math teacher at Kennedy High School and Kristi Wobbema, Media Specialist at Poplar Bridge 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. Their innovative teaching strategies and use of technology tools were highlighted by Sean Beaverson, Secondary Technology Integration Coordinator.

VII. BOARD OF EDUCATION ORGANIZATION FOR 2014

Maureen Bartolotta moved, Ric Oliva seconded, that the School Board of Independent School District 271 approves organizational matter “A” for 2014. Motion carried unanimously.

**A. Board Meetings**

Place: Office of the Board of Education, 1350 West 106th Street.

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 (6:30 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. (6:30 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.

Tom Bennett moved, Maureen Bartolotta seconded, that the School Board of Independent School District 271 approves organizational matters “B-J” for 2014. Motion carried unanimously.

**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. NPC Merchant Payment Processing is the bank processor for Community Services credit card system, 5100 Interchange Way, Louisville, KY 40229.
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 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 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 Elementary Director of Teaching and Learning 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 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 2013-2014 were approved by the School Board at its meeting of July 22, 2013.

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 Dick Bergstrom, Clerk Jim Sorum, and Treasurer Nelly Korman.

**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 \$2,655.00 and that in addition to the monthly retainer, standard attorney's fees will be paid for representing the school district at court-type hearings.

**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. (Finishing the term of Arlene Bush effective July 1, 2012 through June 30, 2014. [Previous Reference: Board action on June 11, 2012.]
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 legislative liaison with the Minnesota School Boards Association.

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, Early Childhood Advisory Council, Bloomington United for Youth and the Education Foundation of Bloomington.

**J. 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 2014.

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

*[School Board member expense allocation will be addressed during the 2014-2015 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2014-2015.]*

VIII. PART A

1. *Board Business*

- Minutes a. Minutes of the Regular Meeting of the School Board on December 9, 2013.
- Personnel Items b. Personnel Items—Licensed Personnel: Leaves of Absence, Employments, Changes of Status. Independent Personnel: Retirements, Employment, Changes of Status. Classified Personnel: Retirement, Resignations, Leave of Absence, Employments, Changes of Status.
- Non-Resident Students c. Non-Resident Student Agreements 2013-2014: Twenty-six (26) students entering Bloomington and twenty-two (22) students leaving. Non-Resident Student Agreements 2014-2015: Eleven (11) students entering Bloomington.

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

3. *Contracts/Agreements*

- Student Teaching Northwestern (Correction) a. RESOLVED, that the School Board of Independent School District 271 approves corrections to the Student Teaching Agreement with University of Northwestern—St. Paul. The agreement was approved at the December 9, 2013 Board meeting.
- Hennepin County Early Childhood Project b. RESOLVED, that the School Board of Independent School District 271 approves the research agreement with Hennepin County for the purpose of conducting an early childhood study.

Maureen Bartolotta moved, Tom Bennett 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

Graduation Exercises 2014

Tom Bennett moved, Maureen Bartolotta seconded, that the School Board of Independent School District 271 establishes graduation exercises for the 2013-2014 school year on the following dates:

Jefferson High School, Tuesday, June 10, 2014, 7:00 p.m.

Kennedy High School, Wednesday, June 11, 2014, 7:00 p.m.

Furthermore, the School Board of Independent School District 271 establishes the location for the 2013-2014 graduation exercises as Mariucci Arena at the University of Minnesota and approves the facility use agreement with the Regents of the University of Minnesota for the aforementioned dates. Motion carried unanimously.

Hub Properties Lease

Jim Sorum moved, Maureen Bartolotta seconded, that the School Board of Independent School District 271 approves a one hundred twenty-four (124) month lease between Hub Property Trust (Landlord) and ISD 271 (Tenant). The lease is effective from the first day of September 2014 to the last day of December 2024. Motion carried unanimously.

Terms of the lease agreement were presented by Rod Zivkovich, Executive Director of Finance and Support Services. Appreciation was expressed to Neil Peterson, the District's real estate agent, for his work in reaching this agreement.

2012-2013 Success Measures Strategic Direction E Rod Zivkovich, Executive Director of Finance and Support Services, reported to the School Board on the 2012-2013 Success Measures Strategic Direction E, which is to *increase funding base and maximize use of existing resources*. The report focused on General Fund balance and other fund balances, revenues and expenditures variance, annual revenue, net open enrollment and resident enrollment retention.

Wipfli Agreement Maureen Bartolotta moved, Jim Sorum seconded, that the School Board of Independent School District 271 will end efforts to agree upon a contract between our two organizations based on Wipfli LLP's proposal dated October 2, 2013, and therefore, all relations with Wipfli LLP will be terminated and thus, rescinds the Board approval granted October 28, 2013. Motion carried unanimously.

X. BOARD MEMBER REPORTS Dawn Steigauf and Tom Bennett attended an Early Childhood Parent Advisory Committee meeting. A preschool open house is being held this week at Pond, Southwood and the Richfield centers. Jim Sorum is the Board ambassador to the Transportation Center and suggested a possible Board visit to the center at some time in the future to observe operations. Maureen Bartolotta will be attending a Labor Management Committee meeting this week. School Board members will be attending the Minnesota School Boards Association conference being held January 16-17. Nelly Korman attended the information meeting for incoming 9<sup>th</sup> grade students at Kennedy High School. Ric Oliva highlighted the Jefferson vs Kennedy swim meet. Ric Oliva and Dick Bergstrom attended the Jefferson JIVE and Connection spaghetti dinner fundraiser. Dick Bergstrom attended the PTSA Council meeting on January 8. Dick Bergstrom announced that the School Board will be hosting a pancake breakfast fundraiser on February 22 from 8-10 a.m. at Applebee's on Lyndale.

XI. SUPERINTENDENT'S REPORT Superintendent Les Fujitake congratulated new School Board members and thanked their families for sharing them with the District. He commented that the organizational study session held on January 6 was a great start. Superintendent Fujitake indicated that this summer there will be construction on our facilities related to safety and security plans, deferred maintenance projects and preparing for all day Kindergarten.

XII. OTHER Jim Sorum was the Board member appointed for the mediation session temporarily scheduled for January 29 in regards to the withdrawal from Intermediate School District 287.

XIII. ADJOURNMENT There being no further business to come before the School Board, the meeting was adjourned at 8:04 p.m.

Jim Sorum, Clerk