

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

January 11, 2016

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 11, 2016, 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, Rick Kaufman and Tamra Sieve.

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 4, 2016. Each Director will serve a term of four years.

III. ELECTION OF OFFICERS Chair Maureen Bartolotta called upon Vice Chair Ric Oliva to conduct the election for School Board Chair. Vice Chair Ric Oliva called for nominations.

Tom Bennett moved, Dick Bergstrom seconded, to suspend the rules (Policy 202, Board Elections) and place in nomination a slate of officers. Motion carried unanimously.

School Board Members attended a Study Session on January 4, 2016, to discuss organizational matters for 2016, including officers and representatives to organizations and committees.

Tom Bennett moved, Dick Bergstrom seconded, the following nominations for School Board officers for 2016: Maureen Bartolotta, Chair; Dawn Steigauf, Vice Chair; Nelly Korman, Clerk; Jim Sorum, Treasurer; and Rod Zivkovich, Deputy Clerk.

Vice Chair Ric Oliva called for other nominations. No further nominations were put forth for officer positions. Nominations were declared closed.

Motion carried unanimously for the slate of officers presented.

Board Chair Maureen Bartolotta proceeded with conducting the meeting.

- IV. APPROVAL OF AGENDA Ric Oliva, moved, Dick Bergstrom seconded, to approve the agenda. Motion carried unanimously.
- V. RECOGNITION STUDENTS/STAFF PUBLIC **FRIEND - Walser Foundation**
The District is fortunate to have businesses and organizations support our learners and the community of Bloomington. In appreciation of these collaborations efforts, the School Board recognizes “Friends” of education. Tamra Sieve, Executive Director of Community Services, introduced Nancy Warner the Executive Director of the Walser Foundation. The Walser Foundation reached out to Gary Kressin to learn more about the Bloomington Career and College Academy (BCCA). Education and youth development is part of their mission so supporting learners, their goals and the community are major focuses; it was a good fit. The Walser Foundation has provided a grant of \$50,000 for BCCA programming and is helping to develop an automotive program to begin in the fall of 2016. The Walser Foundation has become an integral part of BCCA programming and is pleased to work with the school district and Hennepin Technical College on providing an automotive program next fall.
- Dr. Martin Luther King Jr. Day **Proclamation**
Dawn Steigauf moved, Tom Bennett seconded, that the School Board of Independent School District 271 approves the proclamation (on file) recognizing January 18, 2016, as Martin Luther King Jr. Day. Motion carried unanimously.
- 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. Commissioner Daniela Kunkel, a Jefferson High School student, accepted the proclamation on behalf of the Bloomington Human Rights Commission.
- Art Project **Student Holiday Art Project**
The School Board extended appreciation to Art Specialist Robin Krueger, Olson Elementary School, her students and Olson Elementary Kids’ SAFARI students for completing the 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.
- VI. BOARD OF EDUCATION ORGANIZATION FOR 2016 Ric Oliva moved, Dick Bergstrom seconded, that the School Board of Independent School District 271 approves organizational matters “A and B” for 2016. 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. [Exception: If a holiday falls on a Monday, the Board session 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. (7 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

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, MN 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. U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, MN 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, MN 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 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 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 Coordinator for Multi-Tiered Systems of Support 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 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 2015-2016 were approved by the School Board at its meeting of August 10, 2015.

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.

Dick Bergstrom moved, Tom Bennett seconded, to approve organizational matter "C" for 2016. 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 Maureen Bartolotta, Clerk Nelly Korman and Treasurer Jim Sorum.

Tom Bennett moved, Dawn Steigauf seconded, to approve organizational matters "D-J" for 2016. 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 \$2,765.00; 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 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. (Three-year term effective July 1, 2014, through June 30, 2017.) [Reference: Board approved June 23, 2014.]
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 Tom Bennett as alternate through June 30, 2016. Effective July 1, 2016, Ric Oliva will become the 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 confirms the appointment of Minnesota School Board Association Delegate Assembly representatives for a two-year term (2015 and 2016): Maureen Bartolotta, Dawn Steigauf and Tom Bennett.

All other appointments to 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, Citizens Activities/Athletics Advisory Committee, Calendar Committee, Labor Management 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 Youth Advisory Council Task Force.

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 2016.

[No change in compensation amount since 2005.]

[School Board member expense allocation will be addressed during the 2016-2017 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2016-2017.]

VII. PART A

1. *Board Business*

Minutes

- a. Minutes of the Regular Meeting of the School Board on December 14, 2015.

Personnel Items

- b. Personnel Items—Licensed Personnel: Leaves of Absence, Resignation, Employments, Changes of Status. Independent Personnel: Retirement, Change of Status. Classified Personnel: Leave of Absence, Retirement, Resignations, Employments, Changes of Status. Contract Language Modification—Independents and Community Education Hourly.

2. *Field Trip Approval*

RESOLVED, that the School Board of Independent School District 271 approves the field trip per the attached list (on file).

3. *Contracts/Agreements*

MnSCU/Hennepin
Technical College

a. RESOLVED, that the School Board of Independent School District 271 approves the renewal of three Occupancy Agreements between the Board of Trustees of the Minnesota State Colleges and Universities on behalf of Hennepin Technical College and Independent School District 271. The Occupancy Agreements are effective from January 4 through June 3, 2016.

Washburn Center
for Children

b. RESOLVED, that the School Board of Independent School District 271 approves the agreement between Washburn Center for Children and Independent School District 271 effective July 1, 2015 to June 30, 2016.

Accurate Home
Health Care

c. RESOLVED, that the School Board of Independent School District 271 approves the agreement between Accurate Home Health Care and Independent School District 271 effective December 1, 2015 to June 3, 2016.

Dick Bergstrom moved, Dawn Steigauf 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
2016-2017
School Calendar

Dick Bergstrom moved, Tom Bennett seconded, that the School Board of Independent School District 271 approves the calendar for the 2016-2017 school year. Motion carried unanimously.

Assistant Superintendent Eric Melbye provides the leadership for the development of the school year calendar. The calendar was developed through the Calendar Committee. Four calendar options were presented to staff at the sites for review. Based on the feedback, the Calendar Committee recommends the calendar presented tonight, which has been reviewed by the Administrative Cabinet, Principals and the Labor Management Committee and is recommended for approval by Administration. The 2016-2017 school year will begin on September 6, 2016, the day after Labor Day, and end on June 7, 2017.

School Board
Goals Mid-Year
Update

Maureen Bartolotta gave a mid-year report on progress the School Board has made on its 2015-2016 goals.

1. Update Master Facilities Plan— *Building Plans studied at October 3, 2015 Board Retreat. Deferred Maintenance Plans to be studied at the April 25, 2016 Study Session.*
2. Develop a Long-Range Financial Plan including an Operating Referendum Plan and a Right Sizing the Budget II Plan— *At the September 28, 2015 Board meeting the Guiding Change document was approved. At the December 14, 2015 Board meeting the Superintendent was charged to study and present findings about renewing the current referendum; the Board agreed to target for Right Sizing the Budget II. Board to decide on the Operating Referendum Plan by June 2016. Board to approve actual Right Sizing the Budget II adjustments by March 2016.*

3. Establish a schedule of Progress Reports by Administration— *Progress Reports have begun: Facilities (October 3 Board Retreat), Negotiations (October 3 Board Retreat), Technology (December 14 Board Meeting).*
4. Establish a Board Policy Committee— *August 24, 2015 Board Policy updated to establish the Board Policy Committee. The Committee has begun meeting and operating.*
5. Update the Superintendent Evaluation system— *Superintendent Evaluation Committee met to review new process and forms, which were shared with the full Board at the January 4, 2016 Organizational Study Session.*
5. Establish a Board Community Engagement Committee— *Committee has begun meeting and operating.*

IX. BOARD MEMBER REPORTS

Ric Oliva highlighted Board members' visit to an Oak Grove Middle School Prime Time meeting with students this morning; meetings are scheduled with Valley View and Olson Middle Schools. Dick Bergstrom attended a District 917 Board meeting at which a teacher contract and Memo of Understanding was approved. Mr. Bergstrom abstained from voting as our District is in the process of negotiations. He also attended a Senior Achievement Recognition Committee meeting, a winter party at Poplar Bridge and the Kennedy Rhythm in Gold (RIG) spaghetti dinner and apologized to Oak Grove Middle School students for not being able to attend the meeting this morning. Jim Sorum suggested Board members visit schools to see the students as they come in the morning and leave schools in the afternoon. Mr. Sorum attended a meeting of the Special Education Advisory Committee—topics included discussion of Personal Growth Plans and Twice Exceptional students. Dawn Steigauf highlighted to RIG spaghetti dinner, and she attended meetings of the District Diversity Advisory Council and the PTSA Council—topics were the district-wide food drive and there was a speaker on homelessness. The PTSA Council is hosting a parent speaker series event on January 21, at 7 pm at Oak Grove Middle School; the topic is Money Matters. Nelly Korman reported that four students from the Oak Grove Elementary School Robotics Team. These students are younger than the normal age requirement for the competition but received special permission to compete. The four students progressed to sectional competition held this past weekend but will not be going on to state.

X. SUPERINTENDENT REPORT

Superintendent Les Fujitake reported on upcoming School Board sessions.

Dick Bergstrom moved, Dawn Steigauf seconded, to establish a joint meeting with the City Council on Monday February 29, at 7 p.m. at the Educational Services Center in the Arlene Bush Board Room. Motion carried unanimously.

Superintendent Fujitake thanked Representative Ann Lenczewski for her service to the Bloomington Public Schools and the City of Bloomington. Her dedication and commitment to education and the community in her work as our Representative at the Legislature will long be remembered (1999-2015). We wish her well in her new endeavor.

At the end of January, Bloomington elementary schools will host Kindergarten registration events for families of incoming Kindergartners for the 2016-2017 school year. Check with your attendance area school for the specific date and time.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the School Board, the meeting was adjourned at 7:31 p.m. A closed session followed the meeting.

Nelly Korman, Clerk