

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

January 11, 2021

- I. ROLL CALL Pursuant to due call and notice thereof, and there being a quorum present, the virtual Organizational Meeting of the School Board of Independent School District 271 was called to order by Chair Nelly Korman at 7:00 p.m. on January 11, 2021. Chair Korman announced that the School Board meeting tonight is being conducted remotely via Google Meet; it is being live streamed by BEC TV and will be replayed per the usual BEC TV replay schedule.
- Chair Nelly Korman made the following statement: Please consider that while most of us in this meeting or viewing this meeting are not in the same room – all of us, wherever we are in Bloomington or the Metro Area are on the traditional, ancestral and contemporary land of Indigenous people. Bloomington Public Schools rests on Dakota land ceded in the Treaties of 1837 and 1851.
- Members Present: Tom Bennett, Beth Beebe, Nelly Korman, Jim Sorum, Dawn Steigauf, Mia Olson and Heather Starks.
- Attorney Present: David Holman.
- Administration Present: Les Fujitake, Jenna Mitchler, Mary Burroughs, Rick Kaufman, and Andy Kubas.
- II. PLEDGE OF ALLEGIANCE Recited.
- III. APPROVAL OF AGENDA Nelly Korman moved, Dawn Steigauf seconded, to approve the agenda. On roll call vote, all directors voted aye.
- IV. ELECTION OF OFFICERS Chair Nelly Korman called for nominations for the election of School Board Chair.
- Tom Bennett moved, Jim Sorum seconded, to nominate the following slate of officers for 2021: Chair Nelly Korman, Vice Chair Dawn Steigauf, Clerk Heather Starks, Treasurer Beth Beebe, Deputy Clerk Rod Zivkovich. Chair Nelly Korman called for further nominations. There being none, she called for the vote on the slate of officers. On roll call vote, all directors voted aye.
- [School Board Members attended a Study Session on January 4, 2021, to discuss organizational matters for 2021, including officers and representatives to organizations and committees.]*
- V. RECOGNITION Chair Korman reviewed the procedure for public comment. The comment submitted by William Schwandt, President of the Bloomington Federation of Paraprofessionals (BFP) was read. The BFP thanked the School Board and district leadership for their willingness to return to the bargaining table next week. They are excited about the potential to discuss a more equitable approach to wage distribution across the District.
- Public

The BFP looks forward to collaborating to identify solutions to unpredictable challenges and unmet gaps and needs of students, staff and families that have surfaced during the pandemic.

VI. SCHOOL BOARD ORGANIZATION 2021

Dawn Steigauf moved, Mia Olson seconded, that the School Board of Independent School District 271 approves organizational items "A through J" for 2021 as printed on the agenda with item C. containing the names of Chair Nelly Korman, Clerk Heather Starks and Treasurer Beth Beebe. On roll call vote, all directors voted aye.

A. School Board Meetings/Study Sessions

Place: Office of the School Board, 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 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, School Board Meetings.

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. Minnesota School District Liquid Asset Fund Plus, c/o PFM Asset Management LLC, 300 N. Front, Harrisburg, PA 17101, 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, and flex spending accounts.

8. MN Trust, c/o PMA Financial Network, Inc., 2135 City Gate Lane, 7th Floor, Naperville, IL 60563 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. Skyward processes the wire transfer.
11. Commerce Bank Commercial Credit Card is the District's designated operating 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 annually.
12. Vanco is the bank processor for the online campus credit card system, through Choice Bank, 4501 23rd Ave. S., Fargo, ND 58104 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.

Payroll Leads are authorized to make electronic payroll vendor payments and the Accounts 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 are 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, Youth and Family Program Manager, Building Reservations/ Activity Center Manager, and Safety and 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 2020-2021 were approved by the School Board at its meeting of June 22, 2020.

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 Nelly Korman, Clerk Heather Starks and Treasurer Beth Beebe.

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 \$3,050; 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 Tom Bennett to the Intermediate District 917 Board for the three-year term effective July 1, 2020 through June 30, 2023 as approved by Board action on June 22, 2020.
2. RESOLVED, that the School Board appoints Jim Sorum as its representative to the Minnesota State High School League (MSHSL).
3. RESOLVED, that the School Board appoints Nelly Korman as its representative to the Association of Metropolitan School Districts (AMSD) and Beth Beebe and Mia Olson as alternates.
4. RESOLVED, that the School Board appoints Beth Beebe as its legislative liaison with the Minnesota School Boards Association (MSBA).
5. RESOLVED, that the School Board approves the appointment of Nelly Korman and Beth Beebe to a two-year term (2021 and 2022) as Minnesota School Boards Association (MSBA) delegate assembly members, pending application to and subsequent approval by MSBA.

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 Family Education Parent Advisory Council, Community Education Services Advisory Council, Special Education Community Advisory Council, Community Collaborative Council, Community Financial Advisory Committee, Calendar Committee, Insurance Committee, District Diversity Advisory Committee, PTSA Council, Bloomington United for Youth, Education Foundation of Bloomington, Bloomington Public Schools Advocacy Council, and representatives for negotiations with employee bargaining groups.

J. Board Compensation

RESOLVED, that the School Board of Independent School District 271 approves compensation for School Board members, other than the Chair, at the rate of \$600 per month for 2021. Compensation for the School Board Chair shall be at the rate of \$700 per month.

[No change in compensation amount since 2005 except new this year is additional compensation for the Board Chair at the rate of an additional \$100/month.]

[Note: School Board member expense allocation will be addressed during the 2021-2022 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2021-2022.]

VII. PART A

1. *Board Business*

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| WBWF Minutes | a. Minutes of the World's Best Workforce Annual Public Meeting December 14, 2020. |
| Regular Minutes | b. Minutes of the Regular Meeting of the School Board December 14, 2020. |
| Special Minutes | c. Minutes of the Special Meeting of the School Board December 21, 2020. |
| Special Minutes | d. Minutes of the Special Meeting of the School Board January 4, 2021. |
| Personnel Actions | e. Licensed Personnel: Employment, Change of Status.
Classified Personnel: Retirement, Changes of Status. Transportation Changes of Status for 1 st Quarter Hour Averaging. |

2. *Contracts/Agreements*

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| Twin City
Transportation | a. RESOLVED, that the School Board of Independent School District 271 approves a COVID-19 Addendum to the Twin City Transportation Contract for the remainder of the 2020-2021 school year. |
| MN Autism Study/
U of M | b. RESOLVED, that the School Board of Independent School District 271 approves the Minnesota Autism and Developmental Disabilities Monitoring Network (MN-ADDM) Study with the University of Minnesota. The term of the Research Agreement is from January 1, 2021 through December 31, 2021. |

3. *Finance*

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| Finance Reports | a. Statement of Revenues and Statement of Expenditures for the month of November 2020. |
| Receipts/
Disbursement | b. Receipts and Disbursements for the month of November 2020. |

Nelly Korman moved, Tom Bennett seconded, approval of Part A items in accordance with all of the written material submitted to the School Board. On roll call vote, all directors voted aye.

VIII. PART B

Donations

Heather Starks moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 accepts donations as indicated in the background in the amount of \$4,570.00. On roll call vote, all directors voted aye.

MONETARY—Donation of \$300.00 to Kennedy High School from Mr. Gaylord May for Kennedy Community Alliance. Donation of \$1,945.00 to ISD #271 from The Benevity Community Impact Fund to use at the District's discretion. Donation of \$500.00 to ISD #271 from Fidelity Charitable to use at the District's discretion. Donation of \$300.00 to ISD #271 Food Service Department from Ms. Jane Willey for the Grab and Go meal distribution program. VALUE IN KIND—Donation of 1500 disposable surgical masks from T-Mobile to the Community Relations Department for the Grab and Go meal distribution program; an estimated value of \$300.00. Donation of 175 adult and child masks from Boomerang Bags Minneapolis to the Community Relations Department for the Grab and Go meal distribution program; an estimated value of \$935.00. Donation of 82 adult and child masks from Ms. Margaret Holzinger to the Community Relations Department for the Grab and Go meal distribution program; an estimated value of \$290.00. The list of donations is scrolled by BEC TV upon conclusion of the meeting.

Policy Review

The Policy Committee of the School Board (Tom Bennett, Jim Sorum and Heather Starks) met on December 15 to consider policies needing review and/or revision brought forth by Administration. Five (5) policies are being brought to the full membership of the School Board for consideration of approval. Director Bennett, Chair of the Policy Committee, presented the following policies, which have been reviewed by the District's legal counsel.

401

Tom Bennett moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 approves no change to Policy 401, Equal Employment Opportunity. On roll call vote, all directors voted aye.

Policy 401 provides equal opportunity for all applicants for District employment and District employees. This is one of the policies being reviewed as part of the Safe and Supportive Schools Plan under the leadership of Assistant Superintendent Dr. Jenna Mitchler. The Minnesota School Boards Association (MSBA) has made no changes since this policy was updated on August 27, 2018. Therefore, Administration recommended no change. The Board Policy Committee accepted that recommendation.

603

Tom Bennett moved, Mia Olson seconded, that the School Board of Independent School District 271 approves no change to Policy 603, Curriculum Development. On roll call vote, all directors voted aye.

The purpose of Policy 603 is to provide direction for continuous review and improvement of the District's curriculum. This policy is mandatory according to the Minnesota School Boards Association (MSBA). Policy 603 was revised extensively last November. This is one of the policies being reviewed as part of the Safe and Supportive Schools Plan under the leadership of Assistant Superintendent Dr. Jenna Mitchler. After careful review of Policy 603 through the lens of equity, Mr. Andy Kubas and Ms. Beth Flottmeier recommended no change. The Board Policy Committee accepted that recommendation. No changes were made to the accompanying regulation.

606

Tom Bennett moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 approves no change to Policy 606, Instructional Materials Selection. On roll call vote, all directors voted aye.

The purpose of Policy 606 is to provide direction for selection of instructional materials. This policy is not mandatory according to the Minnesota School Boards Association (MSBA). Policy 606 was revised extensively last November. This is one of the policies being reviewed as part of the Safe and Supportive Schools Plan under the leadership of Assistant Superintendent Dr. Jenna Mitchler. Mr. Andy Kubas and Ms. Beth Flottmeier reviewed Policy 606 through the lens of equity and determined that the current policy already makes significant acknowledgements and provisions towards equity and recommended no change to the policy. The Board Policy Committee accepted that recommendation. The Board Policy Committee did make suggested language additions to the accompanying regulation for Policy 606, which are reflected in the revised regulation being shared for information.

- 510 Tom Bennett moved, Beth Beebe seconded, that the School Board of Independent School District 271 approves revised Policy 510, Student Activities. On roll call vote, all directors voted aye.

The purpose of Policy 510 is to provide guidance and differentiation for student activities. Student activities provide additional opportunities for students to pursue special interests that contribute to their physical, mental and emotional well-being. They complement the instructional program by providing students with additional opportunities for growth and development. The policy owner has been changed from the Assistant Superintendent to the Superintendent—the Superintendent supervises secondary principals and this policy addresses more of the secondary level activities. The policy has been revised to clarify the types of student activities and to align procedures and laws relating to booster clubs/organizations, which are annually approved by the School Board. The two high school Activities Directors and District legal counsel were a part of the discussion with the Board Policy Committee. The revised policy was approved by the Board Policy Committee for final action of the full School Board.

- 208 Tom Bennett moved, Beth Beebe seconded, that the School Board of Independent School District 271 approves revised Policy 208, School Board Policies. On roll call vote, all directors voted aye.

Policy 208 defines how the School Board fulfills its responsibility of establishing and maintaining School Board Policies. Policy 208 was brought to the School Board on October 12 with a recommendation of no change; that recommendation was tabled. Board member discussion revealed a desire to change the procedure leading up to action by the full Board. The revised policy presented tonight reflects the spirit of that conversation—a policy action will be brought to a School Board meeting by the Board Policy Committee for review. If a majority of the School Board approves of the proposal, the proposal will be moved to the consent agenda of the next regular School Board meeting for adoption. If the School Board does not approve the proposal, the proposal will be reconsidered by the School Board Policy Committee.

IX. BOARD MEMBER REPORTS

Mia Olson reported that Bloomington United for Youth (BUY) award nominations are due January 29. The awards recognize volunteer contributions to youth in our community through services or activities. Nomination categories: Individual Youth, Youth Organization, Individual Adult and Community Groups. Forms available on the BUY website or contact Mr. Tom Ringdal at BEC TV. Tom Bennett reported that Intermediate School District 917 Superintendent Mark Zuzek is retiring at the end of the school year and as a member of the Personnel Committee of the District 917 Board, he will be participating in the process. District 917 is looking for a consultant firm to assist with the Superintendent search. Beth Beebe reported on the recent AMSD legislative preview meeting highlighting the funding presentations noting that Superintendent Fujitake and Heather Starks were part of a committee providing information to Superintendent Tucci Osorio for this meeting. She also noted that all of our Bloomington legislators were in attendance. Director Beebe encouraged advocacy for the enrollment forgiveness legislation that would allow districts to use 2019-2020 enrollment numbers as the basis for funding for the 2021-2022 school year.

Nelly Korman also attended the AMSD legislative preview; she thanked our legislators for their participation in this meeting. She thanked her colleagues for entrusting her as the Board Chair for another year. Nelly Korman has been selected to participate in the MSBA “Leading for the Future” program sponsored in conjunction with St. Thomas University and the Knowledge Works organization. Twenty school board members across the state have been selected to participate in the program to look at leading during a crisis and a new perspective on how to change education.

X. SUPERINTENDENT
REPORT

Superintendent Les Fujitake shared the following items: We look forward to welcoming back our youngest learners for in-person learning on Tuesday, January 19—early learning, preschool, grades K-2. Tomorrow evening will be the fourth Community Engagement Event, a live virtual event carried by BEC-TV, from 7-8:30 p.m. The event will feature school and district leaders sharing informational plans on the return to traditional learning for early childhood, preschool and elementary school students, and an update on the readiness of secondary schools to shift to hybrid learning when COVID case counts allow. Viewers can submit questions prior to and during the event—a google form is available on the District website.

The Minnesota Department of Health's community test site at Ridgeview Elementary School will cease operations this Wednesday and will be shifting to Creekside Community Center on Friday. The Ridgeview site has consistently tested more people on a daily basis than all other statewide community testing sites, according to MDH. We thank the Minnesota Department of Health, the Minnesota National Guard, Bloomington parent Josh Syrjamaki, appointed by the Governor to oversee the statewide community testing, and his team for this wonderful community partnership. Tonight, our school nurses and special education staff who work directly with students are being vaccinated and another group will be vaccinated on Wednesday. The vaccinations are being administered by Bloomington Public Health staff.

Our elementary schools will be hosting Kindergarten welcome/registration events in January. If your child will be five years old by September 1, 2021, we welcome them to enroll in Kindergarten. We hope to hold welcome events in person if we are able to do so safely. If events must be held virtually, that will be communicated to families through their neighborhood schools and through the District website.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the School Board, Nelly Korman moved, Mia Olson seconded, to adjourn the meeting. On roll call vote, all directors voted aye. Meeting adjourned at 7:31 p.m.

Heather Starks, Clerk