

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

**January 10, 2022**

- 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 Nelly Korman at 7:00 p.m. on January 10, 2022.
- Members Present: Tom Bennett, Beth Beebe, Matt Dymoke, Nelly Korman, Mia Olson, Heather Starks and Dawn Steigauf.
- Attorney Present: David Holman.
- Administration Present: Eric Melbye, Jenna Mitchler, and Rick Kaufman.
- Chair Korman acknowledged that Bloomington Public Schools rests on the traditional, ancestral and contemporary land of the Dakota. The name of our state is Mni Sota Makoce, Land where the waters reflect the skies or clouds. Mni means water; Sota means clear, but not perfectly so, cloudy. Makoce means a place, land, or country. Recognizing the land is an expression of gratitude and appreciation to those whose territory we reside on and a way of honoring the Indigenous people.
- II. PLEDGE OF ALLEGIANCE Recited.
- III. OATHS OF OFFICE Beth Beebe, Tom Bennett, Matt Dymoke and Dawn Steigauf took the Oath of Office administered by School District Attorney David Holman. Officially, their terms began on Monday, January 3, 2022. Each Director will serve a term of four years. Beth Beebe, Tom Bennett and Dawn Steigauf were re-elected to the School Board in November along with new School Board member Matt Dymoke.
- IV. APPROVAL OF AGENDA Nelly Korman moved, Beth Beebe seconded, to approve the agenda. Motion carried unanimously.
- V. ELECTION OF OFFICERS Chair Nelly Korman called for nominations for the election of School Board Chair.
- Dawn Steigauf moved, Matt Dymoke seconded, to nominate the following slate of officers for 2022: Chair Tom Bennett, Vice Chair Heather Starks, Clerk Nelly Korman, Treasurer Mia Olson, Deputy Clerk Rod Zivkovich. Chair Nelly Korman called for further nominations. There being none, she called for the vote on the slate of officers. Motion carried unanimously.
- [School Board Members attended a Study Session on January 4, 2022, to discuss organizational matters for 2022, including officers and representatives to organizations and committees.]*
- Nelly Korman passed the gavel to new School Board Chair Tom Bennett who expressed appreciation for her leadership for the last two years, welcomed new officers, and proceeded with the agenda.

VI. SCHOOL BOARD  
ORGANIZATION  
2022

Dawn Steigauf moved, Matt Dymoke seconded, that the School Board of Independent School District 271 approves organizational items "A through J" for 2022 as printed on the agenda (inserting in item "C" the names of Tom Bennett as Chair, Nelly Korman as Clerk, and Mia Olson as Treasurer). Motion carried unanimously.

**A. School Board Meetings/Study Sessions**

1. Place: Office of the School Board, 1350 West 106th Street.
2. Meeting Dates and Times: 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month beginning at 7 p.m.  
*[Exception: If a holiday falls on Monday, the Board meeting 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, at 7:00 p.m. unless determined otherwise for a particular session.*
3. Parliamentary Rules of Procedure: Robert's Rules of Order Newly Revised, when not in contravention to state law.
4. Operation of the School Board is provided in Policy 203, 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, MN 55431 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/Eleyo 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 JAG Wear credit card system, 12312 Port Grace Blvd., LaVista, NE 68626.
5. Merchant Services is the bank processor for Pay Pams for Food Services, 7300 Chapman Highway, Knoxville, TN 37920.
6. Authnet is the bank processor TSYS/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, MN 55431 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, 7<sup>th</sup> 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. Payrix is the bank processor for the online Infinite Campus credit card system, through Choice Bank, 4501 23<sup>rd</sup> Ave. S., Fargo, ND 58104 and is designated as an additional depository and disbursements for the District non-operating funds.
13. RevTrak is the bank processor for activity and athletic event admissions through Vanco Events, 400 Northridge Road, #1200, Atlanta, GA 30350

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 2021-2022 were approved by the School Board at its meeting of June 14, 2021.

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 Tom Bennett, Clerk Nelly Korman and Treasurer Mia Olson.

**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 \$3,125; 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 Matt Dymoke 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 Mia Olson as alternate, and Beth Beebe as second alternate if approved by AMSD.
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 confirms the appointment of Nelly Korman Beth Beebe, Mia Olson and Heather Starks to a two-year term (2021 and 2022) as Minnesota School Boards Association (MSBA) delegate assembly members, as approved 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 \$800 per month for 2022. Compensation for the School Board Chair shall be at the rate of \$900 per month.

*[Note: School Board member expense allocation will be addressed during the budget process. The expense allocation will be budgeted at \$750 per Board Member for calendar year 2022.]*

VII. SUPERINTENDENT  
REPORT

Superintendent Eric Melbye shared a COVID-19 Update—the week ending Friday, January 7, Bloomington Public Schools recorded its highest number of positive cases since the start of the pandemic. Nearly 500 students and staff tested positive. All of our schools are reporting double-digit cases except for Pond and Southwood. Our high schools were hit particularly hard, each recording more cases in last week than in all previous weeks combined this school year. All school districts and communities are dealing with very high rates of COVID-19. Bloomington Public Health reported a seven-day rolling average of 841 positive cases per 100,000 residents in the City of Bloomington, an increase of 330 cases over the previous week. The latest seven-day numbers are an all-time high for Bloomington, Edina and Richfield, which are all served by BPH. Like other districts, we are dealing with staffing challenges. Our building leaders and central office team have worked hard to find creative solutions to fill sub requests. We are making it work. I monitor the situation on a daily (and sometimes hourly) basis. MDH issued approval for school districts to implement the CDC recommended five-day isolation/quarantine protocol. In theory, this new guidance should help us keep our buildings adequately staffed as we work through this latest surge. As an example, a majority of our teachers who were out last week were able to come back today with the new MDH/CDC guidance. Right now, we have to assume the risk of exposure exists in the home and gathering places, including schools. On a positive note, we have received another shipment of test kits, which will allow us to continue to provide an option for students and staff to test when symptomatic. We have finalized our plans to implement the OSHA Emergency Temporary Standard vaccine mandate should the U.S. Supreme Court not block the rule. The Supreme Court heard oral arguments last Friday. The first step will be to collect vaccination proof from employees. We are finalizing a staff testing plan should it be needed in February. We have received legal counsel that the Board can adopt a policy to this effect; January 24 is an option. The Board Policy Committee meets tomorrow to review a proposed policy.

The district and paraprofessional unit will hold our first Labor Management Committee meeting this Friday. I am working with the BFT to schedule our first Meet and Confer session within the next couple of weeks. Dr. Mitchler and I held student listening sessions at Jefferson and Kennedy. We heard about the successes and challenges associated with coming back to in-person school five days a week this year. Our take-aways from both schools included allowing greater flexibility with assignments and schedules, importance of student and staff relationships, and a need to be more proactive in communication regarding why going into the field of education is a great career option after high school. Before winter break I attended Comunidad - the Latino Parent affinity group. I also met with the American Indian Parent Advisory Council to discuss recommendations they brought forward last year. One of the truly uplifting things I did last week was to visit a number of sites. I saw a lot of positive things happening. Students and staff never cease to amaze me with their energy and resilience.

Beth Beebe moved, Nelly Korman seconded, to establish Tuesday, January 18, at 6 pm for a Board Professional Development Session. The topic is Cultural Proficiency. Motion carried unanimously.

VIII. PART A

1. *Board Business*

Regular Minutes

- a. Minutes of the Regular Meeting of the School Board December 13, 2021.
- b. Licensed Personnel: Employments. Independent Personnel: Resignation.

Personnel Actions

Classified Personnel: Retirement, Resignations, Employments, Changes of Status, Transportation First Quarter Hour Averaging.

2. *Field Trips*

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

3. *Grants*

EFB Grants

RESOLVED, that the School Board of Independent School District 271 accepts \$37,100 in a second round of grants from the Education Foundation of Bloomington to be used for selected educational projects.

4. *Contracts/Agreements*

A-1 Foam

Specialists

4<sup>th</sup> Amendment

- a. RESOLVED, that the School Board of Independent School District 271 approves the Fourth Amendment to the Existing Lease with A-1 Foam Specialties Company, Inc. in accordance with the terms and conditions set forth and agreed to by the parties. The extended term of the lease shall be in effect commencing February 1, 2022, and continue through July 31, 2028.

HeyTutor, Inc.

- b. RESOLVED, that the School Board of Independent School District 271 approves the Services Agreement with HeyTutor, Inc., effective January 10, 2022 through June 9, 2022.

Varsity Tutors

- c. RESOLVED, that the School Board of Independent School District 271 approves the Order Form that includes Terms for Education Offerings with Varsity Tutors for Schools LLC effective January 4 through April 1, 2022 for a maximum cost of \$28,575.

5. *Finance*

Finance Reports

- a. Statement of Revenues and Statement of Expenditures for the month of November 2021.

Receipts/

Disbursement

- b. Receipts and Disbursements for the month of November 2021.

Heather Starks 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.

IX. PART B

Donations

Dawn Steigauf moved, Beth Beebe seconded, that the School Board of Independent School District 271 accepts donations as indicated in the background in the amount of \$700.00. Motion carried unanimously.

Donation of \$300.00 to Westwood Elementary School from Wells Fargo, The Blackbaud Giving Fund to be used at the principal's discretion. Donation of \$400.00 to Oak Grove Middle School from Mr. and Mrs. Bruce Anderson to be used to help a needy family during the holidays.

Bid Award/  
Hillcrest  
Improvements

Beth Beebe moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 accepts the following additional bids for improvements at Hillcrest Community School:

1. Superset Tile and Stone, Plymouth, MN, bid of \$375,000
2. Architectural Sales of Minnesota, Inc., Brooklyn Center, MN, bid of \$135,930
3. Grazzini Brothers & Company, Eagan, MN, bid of \$39,100.
4. Summit Fire Protection Co., St. Paul, MN, bid of \$135,500.

Motion carried unanimously.

This project is identified in our 2021-22 Alternative Facilities Plan and additional bids were obtained which consist of updates, repairs and replacements including: tile and flooring, ceilings and acoustical treatments, terrazzo, and fire suppression at Hillcrest Community School and total \$685,530.

- Superset Tile & Stone, Plymouth, MN will provide tile and flooring
- Architectural Sales of Minnesota, Inc., Brooklyn Center, MN will provide ceilings and acoustical treatments
- Grazzini Brothers & Company, Eagan, MN will provide terrazzo
- Summit Fire Protection Co., St. Paul, MN will provide fire suppression

Funding for this project is from the Alternative Facilities Fund. Our attorney and insurance agent have reviewed the AIA A132/CMA standardized contract, which will be used with each contractor.

Board Member  
Employment  
Authorizations

Heather Starks moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 authorizes the District to employ Director Beth Beebe as a reserve teacher and paraprofessional with earnings not to exceed \$8,000 in a fiscal year, exclusive of Board member earnings.

Beth Beebe

Motion carried unanimously.

Matt Dymoke

Nelly Korman moved, Beth Beebe seconded, that the School Board of Independent School District 271 authorizes the District to continue employment of Director Matt Dymoke as an assistant director for the Kennedy show choir, business manager for Kennedy High School musicals and related activities, and as a reserve teacher with earnings not to exceed \$8,000 in a fiscal year, exclusive of Board member earnings. Motion carried unanimously.

In accordance with statutes, M.S. 123B.195, Board Members' Right to Employment, the above authorizations need to have the approval of a majority of the members of the School Board at a Board meeting at which all School Board members are in attendance.

IDEA Full  
Funding Act  
Support

Dawn Steigauf moved, Mia Olson seconded that the School Board of Independent School District 271 approves a resolution in Support of the Congressional IDEA Full Funding Act. Motion carried unanimously.



The attached resolution (on file) supports the Congressional IDEA Full Funding Act that will help strengthen the federal investment in special education by authorizing a ten-year plan to fully fund the federal share of IDEA and urges Congress' strong bipartisan support for and passage of the IDEA Full Funding Act. The Minnesota School Boards Association (MSBA) has encouraged School Boards to adopt the resolution and share it with U.S. Representative Dean Phillips, U.S. Senator Amy Klobuchar, and U.S. Senator Tina Smith. Upon approval of the resolution, a copy also will be shared with MSBA.

X. BOARD MEMBER  
REPORTS

Matt Dymoke expressed appreciation for the opportunity to serve on the School Board. Beth Beebe and Mia Olson highlighted school visits. Nelly Korman reported that the Board Legislative Committee met. The committee plans to bring 2022 legislative priorities to the School Board for approval February 14.

XI. OTHER

None.

XII. ADJOURNMENT

There being no further business to come before the School Board, Chair Tom Bennett adjourned the meeting at 7:32 p.m.

Nelly Korman, Clerk