

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

**January 13, 2020**

- 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 Acting Chair Tom Bennett at 7:00 p.m. on January 13, 2020, in the Arlene Bush Board Room at the Educational Services Center, 1350 West 106<sup>th</sup> Street, Bloomington, Minnesota.
- Members Present: Tom Bennett, Beth Beebe, Nelly Korman, Jim Sorum, Dawn Steigauf, Mia Olson and Heather Starks. Student Representatives to the School Board: Shonte Brown and Ally Starks.
- Attorney Present: David Holman.
- Administration Present: Les Fujitake, Jenna Mitchler, Mary Burroughs, Dave Heistad, Rick Kaufman, Andy Kubas, Jennifer McIntyre, John Weisser, and Rod Zivkovich.
- II. PLEDGE OF ALLEGIANCE Recited.
- III. OATHS OF OFFICE Nelly Korman, Mia Olson and Heather Starks took the Oath of Office administered by School District Attorney David Holman. Officially, their terms began on Monday, January 6, 2020. Each Director will serve a term of four years. Nelly Korman is a re-elected School Board member beginning her ninth year. New Board members are Mia Olson and Heather Starks.
- IV. APPROVAL OF AGENDA Jim Sorum moved, Dawn Steigauf seconded to approve the agenda. Motion to amend carried unanimously.
- V. ELECTION OF OFFICERS Acting Chair Tom Bennett called for nominations for the election of School Board Chair.
- Dawn Steigauf moved to nominate the following slate of officers for 2020: Chair Nelly Korman, Vice Chair Tom Bennett, Clerk Dawn Steigauf, Treasurer Beth Beebe, Deputy Clerk Rod Zivkovich. Acting Chair Tom Bennet called for further nominations. There being none, he called for the vote. All directors voted aye.
- [School Board Members attended a Study Session on January 6, 2020, to discuss organizational matters for 2020, including officers and representatives to organizations and committees.]*
- VI. RECOGNITION STUDENTS/STAFF/PUBLIC The School Board recognized and presented a Certificate of Achievement to the members of the *South Suburban JETS Adapted Soccer Team* for placing third in the state tournament. The JETS are coached by Aaron Walton and Andy Meinhardt.
- JETS

MASSP Gold Star Innovation Award JHS Jefferson High School has received the 2018-2019 Gold Star of Innovation Award presented by the Minnesota Association of Secondary School Principals for the Jaguar Proud project established by staff that recognizes each student on a display at the school. Principal Dr. Jaysen Anderson provided highlights of the project, the award and showed the video clip from KSTP News that covered this project award.

Holiday Art Project 2019 The School Board extended appreciation to Art teachers and their students for completing the 2019 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 Thanks to art specialist Robin Krueger and her students at Olson Elementary School and art specialist Anne Girton and her Olson Middle School students.

Public Thirteen (13) students from Mr. Storlien's classes at Jefferson attended the meeting fulfilling a requirement of our 12th grade government classes; observing a governmental meeting such as School Board, City Council, or court proceeding.

Chair Korman stated that the process and timeline planned for Right Sizing the Budget included several sessions of the School Board to take public comment. Board Policy 203 pertaining to School Board meetings outlines the procedure for Recognition of the Public. It provides for persons wishing to address the School Board on an item on the agenda to be recognized, at the discretion of the School Board Chair, at the time the item comes up on the agenda. Tonight's School Board meeting agenda includes resolutions making decisions for Right Sizing the Budget In our past sessions, public comment on Right Sizing the Budget has been at the beginning of the session. To be consistent, the Board wants to hear public comment tonight before starting action on the series of resolutions for Right Sizing the Budget. Therefore, Chair Korman called for a motion to suspend that portion of the Policy for tonight's agenda and accept public comment for Right Sizing the Budget during the regular time set aside for Recognition of the Public. So moved by Tom Bennett, seconded by Beth Beebe. Motion carried unanimously.

Two staff members addressed the School Board regarding FACS and World Language as it relates to decisions regarding Right Sizing the Budget.

Bill Schwandt, President of the Bloomington Federation of Paraprofessionals, addressed the School Board regarding paraprofessional negotiations and the role of the paraprofessional in schools and encouraging livable wages for these staff.

VII. SCHOOL BOARD ORGANIZATION 2020 Tom Bennett moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 approves organizational items "A through J" for 2020 as printed on the agenda with item C. containing the names of Chair Nelly Korman, Clerk Dawn Steigauf and Treasurer Beth Beebe. Motion carried unanimously.

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

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

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 a 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.*

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. U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is the designated depository for the Student Activity Fund account.
8. 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, tax anticipation certificates and any other necessary operating accounts.
9. 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.
10. 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.
11. 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.
12. 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.

13. Vanco is the bank processor for the online 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.

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, Out of School Time Program Manager, Building Reservations/Activity Center Manager, and Safety & 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 Administrative Assistant to the Executive Director of Research, Evaluation and Assessment is designated as the Identified Official with Authority with the Minnesota Department of Education (MDE) for the External User Access Recertification System with authority to assign job duties and authorize external user access for MDE secure systems for Independent School District 271 – Bloomington Public Schools. Appropriate approvals will be directed by the Executive Director of Research, Evaluation and Assessment.

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 2019-2020 were approved by the School Board at its meeting of June 24, 2019.

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 Dawn Steigauf 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 \$2,990; 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 completing the three-year term of Dick Bergstrom, which was effective July 1, 2017 through June 30, 2020 as approved by the Bloomington School Board on January 9, 2017

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).

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, and the Education Foundation of Bloomington.

**J. Board Compensation**

RESOLVED, that the School Board of Independent School District 271 approves compensation for School Board members at the rate of \$600 per month for 2020. *[No change in compensation amount since 2005].*

*[Note: School Board member expense allocation will be addressed during the 2020-2021 budget process. The expense allocation will be budgeted at \$1,000 per Board Member for 2020-2021.]*

VIII. PART A

1. Board Business

WBWF Minutes

a. Minutes of the World’s Best Workforce Annual Public Meeting held December 9, 2019.

Regular Minutes

b. Minutes of the Regular Meeting of the School Board held December 9, 2019.

Personnel Actions

c. Licensed Personnel: Resignations, Employments.

Classified Personnel: Termination, Retirement, Resignations, Employments, Changes of Status.

2. Field Trips

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

3. *Grant*  
United Way/  
Generation Next

RESOLVED, that the School Board of Independent School District 271 accepts a \$21,250 grant from Greater Twin Cities United Way, fiscal sponsor of Generation Next. The grant period is from July 1, 2019 through June 30, 2020.

4. *Contracts/Agreements*

HTC Facilities  
Use/Metro South

a. RESOLVED, that the School Board of Independent School District 271 approves the Facilities Use Agreement between the Board of Trustees of the Minnesota State Colleges and Universities on behalf of Hennepin Technical College and Independent School District 271. The Facilities Use Agreement is in effect from January 6, 2020 through June 30, 2020.

MOA/Prom 2020

b. RESOLVED, that the School Board of Independent School District 271 approves the Group Event Contract with Mall of America for Prom 2020 for Jefferson and Kennedy on May 15, 2020.

5. *Finance*

Donations

a. RESOLVED, that the School Board of Independent School District 271 accepts donations as indicated in the background in the amount of \$41,816.65.

Finance Reports

b. Statement of Revenues and Statement of Expenditures for the month of November 2019.

Receipts/  
Disbursement

c. Receipts and Disbursements for the month of November 2019.

Tom Bennett moved, Beth Beebe 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

Clerical Contract  
2019-2021

Tom Bennett moved, Jim Sorum seconded, that the School Board of Independent School District No. 271 approve and ratify the 2019-2021 Master Contract between Independent School District 271 – Bloomington, Minnesota, and the Association of Bloomington Clerical. Motion carried unanimously.

The District and the Association of Bloomington Clerical reached a tentative agreement for the 2019-2021 Master Contract on November 11, 2019 and the clerical employees ratified the tentative agreement on December 16, 2019. This tentative agreement includes wage schedule improvements of 1.58% Steps 1-6 for 2019-2020 and 1.52% Steps 1-6 for 2020-2021, with an additional increase of \$0.10 to Step 6 for 2020-21. In addition, the tentative agreement includes the following:

- Previously agreed to out-of-network out-of pocket maximums for health insurance (7.2)
- Increase to the District health insurance contribution both years and HSA contribution year two due to IRS regulations (7.2 & 7.3)
- 10L increase by \$0.10 2019-2020 & 2020-2021.
- Bus stipend increase to \$1.00 per hour.
- Deferred Compensation-incentive for new hires to begin contributing to a 403b
- Work year defined more clearly in layoff section.
- "Housekeeping"

The tentative agreement is within the allocations approved by the Board for contract.

Health Services Contract 2019-2021 Jim Sorum move, Tom Bennett seconded, that the School Board of Independent School District No. 271 approves the 2019-2021 Negotiated Contract between the School District and the Health Services – BFT Local #1182. Motion carried unanimously.

The Health Services Employees, BFT Local #1182, ratified the tentative agreement for the 2019-2021 Master contract on January 8, 2020. The tentative agreement includes salary schedule improvements of 2% for 2019-2020 and 2% for 2020-2021. In addition, the tentative agreement includes the following:

- Increase to license stipends both years for RN's and LPN's
- Added a Mentor Stipend for 2019-2020
- District contribution to health insurance (7.2) = per LMC recommendation and Board approval
- Deductible/Out-of-pocket in-network maximum (7.2.1.b) = per IRS
- Out-of-pocket out-of-network maximum (7.2.1.d) = per IRS
- District contribution to HSA (7.3.1) = per IRS & contract
- Changed Health Services Forum MOU
- "Housekeeping" changes

The proposed plan is within the allocations for contract settlements approved by the Board.

School Calendar 2020-2021 Tom Bennett moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 approves the calendar for the 2020-2021 school year. Motion carried unanimously.

The calendar for the 2020-2021 school year was developed through the District Calendar Committee. The committee consists of representatives from the bargaining units as well as parents, administration and the Office of Educational Equity. The calendar reflects both a start date before Labor Day and the elementary assessment days held at the start of the school year. The elementary teachers will have a full day of professional development on April 30, 2021 in exchange for the early assessment day held during back-to-school week. This calendar has been vetted with multiple stakeholder groups.

Board Member Employment Authorizations Dawn Steigauf moved, Tom Bennett seconded, that the School Board of Independent School District 271 authorizes the District to continue employment of Director Mia Olson as a reserve teacher for the District with earnings not to exceed \$8,000 in a fiscal year, exclusive of Board member earnings. Motion carried unanimously.

Mia Olson

Heather Starks Beth Beebe moved, Tom Bennett seconded, that the School Board of Independent School District 271 authorizes the District to continue employment of Director Heather Starks as a reserve teacher for the District 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.

Board/School  
Ambassadors  
2019-2020

School/Board member ambassador pairings for 2019-2020 have been updated due to Maureen Bartolotta and Dick Bergstrom no longer being on the School Board. Mia Olson will be the Board Ambassador to Normandale Hills and the Transportation Center. Heather Starks will be the Board Ambassador to Hillcrest, Westwood and Southwood Center.

Right Sizing the  
Budget 2020-2021

There have been five School Board study sessions related to Right Sizing the Budget 2020-2021. Administration provided presentations that included proposals and information to help prepare the School Board to make decisions in order to balance the 2020-2021 budget by a \$3.5 million reduction.

Administration/  
ESC

Dawn Steigauf moved, Tom Bennett seconded, that the School Board of Independent School District 271 approves the proposal for Administration/Educational Services Center for Right Sizing the Budget 2020-2021. Motion carried unanimously.

The proposal for Administration/ESC is \$500,000.00, which represents 4.5 staff equivalencies (across various employee units) \$319,000; department non-staffing budget adjustments \$108,000; budget shifts of \$74,000 in alt facilities/community education.

Media/  
Technology

Tom Bennett moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 approves the Media/Technology proposal for Right Sizing the Budget 2020-2021. On roll call vote, Jim Sorum, Tom Bennett, Dawn Steigauf, Nelly Korman and Heather Starks voted aye. Beth Beebe voted nay. Mia Olson abstained. Motion carried 5-1-1.

The Media/Technology proposal is for \$800,000.00 (6.5 FTEs).

Elementary  
Schools

Dawn Steigauf moved, Tom Bennett seconded, that the School Board of Independent School District 271 approves the proposal for Elementary Schools for Right Sizing the Budget 2020-2021. Motion carried unanimously.

Considering approval of the Media/Technology proposal that includes \$450,000 for elementary schools, the proposal for reducing elementary schools is \$210,000.00. Increase Ratio by 1.0 in grades 1-3 and by 0.5 for grades 4-5.

High Schools  
Athletics/Activities

Beth Beebe moved, Tom Bennett seconded, that the School Board of Independent School District 271 approves Option A for High Schools and Athletics and Activities for Right Sizing the Budget 2020-2021.

Option A includes an increase in ratio of 1.0 as well as an increase to high school athletics and activities fees and the elimination of middle school sports. The Board did not support the elimination of middle school sports and want other options considered for the \$167,000 reduction. Other options to be presented within this fiscal year.

Tom Bennett moved, Heather Starks seconded to amend the motion to approve an increase to the high school ratio by 1.0, increase athletics fees by \$50 and activities fees by \$40. On roll call vote, all directors voted aye except Dawn Steigauf who voted nay. Motion carried 6-1. Chair Korman called for the vote on the resolution as amended. All directors voted aye.

Middle Schools

Tom Bennett moved, Beth Beebe seconded, that the School Board of Independent School District 271 approves Option B for Middle Schools for Right Sizing the Budget 2020-2021.

Considering approval of the Media/Technology proposal, the target reduction for Middle Schools is \$690,000.00. Choice B is the option for a six-period day. Choice C is the option for the middle school model.

Chair Korman called for the vote. All directors voted nay. Resolution failed 0-7.

Tom Bennett moved, Dawn Steigauf seconded, that the School Board of Independent School District 271 approves Option C for Middle Schools for Right Sizing the Budget 2020-2021. Motion carried unanimously.

Middle School Courses

Jim Sorum moved that the School Board of Independent School District 271 approves the elimination of two of the four non-required Middle School Course Possibilities--World Language, FACs, Tech Ed/Computer Science and Reading--for Middle School Right Sizing the Budget 2020-2021.

School Board members discussed courses and went through a process stating the courses they wanted to keep. Director Starks indicated she would abstain from voting giving her reasons for doing so.

Tom Bennett moved, Beth Beebe seconded to amend the resolution to approve the elimination of World Language and Tech Ed/Computer Science for Middle School right Sizing the Budget 2020-2021. On roll call vote Mia Olson, Jim Sorum, Tom Bennett, Beth Beebe, Nelly Korman and Dawn Steigauf voted aye. Heather Starks abstained. Motion carried 6-0-1.

Chair Korman called for the vote on the resolution as amended. On roll call vote Mia Olson, Jim Sorum, Beth Beebe, Tom Bennett and Nelly Korman voted aye. Dawn Steigauf voted nay. Heather Starks abstained. Motion carried 5-1-1

X. BOARD MEMBER REPORTS

Beth Beebe reported on meetings and activities. Tom Bennett suggested that due to the lateness of the meeting (10:25 pm), Board member reports be suspended for this meeting. Board members agreed.

XI. SUPERINTENDENT REPORT

Superintendent Les Fujitake requested a motion to adjust the Board meeting schedule for 2019-2020.

Tom Bennett moved, Dawn Steigauf seconded, to cancel the March 23 School Board meeting due to Spring Break. Motion carried unanimously.

Tom Bennett moved, Beth Beebe seconded to Move the April 13 School Board meeting to April 6 due to the Senior Achievement Recognition Banquet scheduled for April 13 (due to venue availability). Motion carried unanimously.

Superintendent Les Fujitake requested a motion to establish a Closed Session of the School Board upon conclusion of the January 27 School Board meeting for the purpose of negotiations discussion. So moved by Tom Bennett, seconded by Jim Sorum. Motion carried unanimously.

XII. OTHER

None.

XIII. ADJOURNMENT

There being no further business to come before the School Board, Tom Bennett moved, Jim Sorum seconded to adjourn. Motion carried unanimously. Meeting adjourned at 10:29 p.m.

Dawn Steigauf, Clerk