



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

**January 6, 2025**

I. ROLL CALL Pursuant to due call and notice thereof, and there being a quorum present, the School Board meeting of Independent School District 271 was called to order by Chair, Dawn Steigauf at 7:00 p.m. on January 6, 2025, in the Arlene Bush Board Room at the Educational Services Center, 1350 West 106th Street Bloomington, Minnesota.

Chair, Dawn Steigauf 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.

Members Present: Dawn Steigauf, Chair; Matt Dymoke, Vice Chair; Beth Beebe, Clerk; Tom Bennett, Treasurer; Directors Nelly Korman, and Heather Starks.

Member Absent: Director Mia Olson.

Attorney Present: David Holman.

Administration Present: Eric Melbye and Jenna Mitchler.

II. PLEDGE OF ALLEGIANCE Recited.

III. APPROVAL OF AGENDA Matt Dymoke moved, Nelly Korman seconded. Motion carried unanimously.

IV. ELECTIONS OF Chair Dawn Steigauf called for nominations for the election of School Board Chair.

Tom Bennett nominated Matt Dymoke for Chair. Chair Dawn Steigauf called for any other nominations three times. A voice vote took place, all directors voted for Matt Dymoke for Chair. Dawn Steigauf passed the gavel to new School Board Chair Matt Dymoke.

Beth Beebe nominated herself and Heather Starks nominated Tom Bennett for Vice Chair. On roll call vote, Directors Dawn Steigauf, Heather Starks, Nelly Korman, Matt Dymoke, and Tom Bennett voted for Tom Bennett. Director Beth Beebe voted for Beth Beebe. Motion carried 5-1 Tom Bennett for Vice Chair.

Dawn Steigauf nominated Nelly Korman for Clerk. Chair Dymoke called for any other nominations three times. There being none, Chair Dymoke called for the vote on Nelly Korman for Clerk. Motion carried unanimously.

Dawn Steigauf removed her name from the interest of being Treasurer. Tom Bennett nominated Beth Beebe for Treasurer. Chair Dymoke called for any other nominations three times. There being none, Chair Dymoke called for the vote on Beth Beebe for Treasurer. Motion carried unanimously.

Chair Dymoke called for any nominations for Deputy Clerk. Tom Bennett nominated Rod Zivkovich for Deputy Clerk. Chair Dymoke called for any other nominations three times. There being none, Chair Dymoke called for the vote on Rod Zivkovich for Deputy Clerk. Motion carried unanimously.

V. SCHOOL BOARD  
ORGANIZATION  
2025

Tom Bennett moved, Beth Beebe seconded, that the School Board of Independent School District 271 approves item A. School Board Meetings Study Sessions as printed on the agenda with an amendment to item 2. as stated. Motion carried unanimously.

Board Meetings / Study Sessions

1. Place: Office of the School Board, 1350 West 106th Street.
2. Dates and Times: The 4th Monday of each month will be a School Board meeting beginning at 7 p.m. [Exception: If a holiday falls on Monday, the School Board meeting will be on Tuesday.]

The second Monday of each month is a Listening Session at 6 p.m followed by a study session at 7 p.m.

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.

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.

Tom Bennett moved, Beth Beebe seconded, that the School Board of Independent School District 271 approves item B. Business Functions. Motion carried unanimously.

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. Bankcard Services 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. Payrix is the bank processor for EMS Linq for Food Services credit card collections, 6565 Taft St. #402, Hollywood, FL 33024.
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, 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. Merch Pay is the bank processor for the online Infinite 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.
13. Hudl Tickets is the bank processor for activity and athletic event admissions through Go Fan, 2080 Media Inc., 2990 Brandywine Road, Ste. 300, Atlanta, GA 30341

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 Account 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 & 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 Director of Learning Supports 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 2024-2025 were approved by the School Board at its meeting June 24, 2024.

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

Dawn Steigauf moved, Tom Bennett seconded, 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 Matt

Dymoke, Clerk Nelly Korman and Treasurer Beth Beebe. Motion carried unanimously.

D. Signatures on Contracts

Nelly Korman moved, Beth Beebe seconded, 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). Motion carried unanimously.

E. School Board Attorney

Nelly Korman moved, Tom Bennett seconded, that the School Board retains Holman Law Office as legal counsel to the School Board at a monthly rate of \$3,317; and that in addition to the monthly retainer, standard attorney's fees will be paid for representing the school district. Motion carried unanimously.

F. Insurance Agent

Dawn Steigauf moved, Nelly Korman seconded, that the School Board names Kraus-Anderson Insurance as the District's insurance agent of record. Motion carried unanimously.

G. Architectural Services

Beth Beebe moved, Tom Bennett seconded, that the School Board retains Wold Architects and Engineers for architectural services. Motion carried unanimously.

H. Construction Manager

Beth Beebe moved, Nelly Korman seconded, that the School Board retains Kraus-Anderson for construction management services. Motion carried unanimously.

I. Board Representation

1. Heather Starks moved, Dawn Steigauf seconded, that the School Board confirms the appointment of Tom Bennett to the Intermediate District 917 Board for the three-year term effective January 1, 2023 through December 31, 2025. Motion carried unanimously.
2. Heather Starks moved, Tom Bennett seconded, that the School Board confirms the appointment of Tom Bennett to the Intermediate District 917 Board for the three-year term effective January 1, 2026 through December 31, 2028. Tom Bennett table a motion to move this item to December 2025 board meeting, Beth Beebe seconded. Motion carried unanimously.
3. Heather Starks moved, Tom Bennett seconded, that the School Board appoints Matt Dymoke as its representative to the Minnesota State High School League (MSHSL). Motion carried unanimously.
4. Heather Starks moved, Beth Beebe seconded, that the School Board appoints Beth Beebe as its representative to the Association of Metropolitan School Districts (AMSD) and Mia Olson as alternate. Tom Bennett motions to amend

that the School Board appoints Mia Olson as its representative to the Association of Metropolitan School Districts (AMSD) and Matt Dymoke as alternate, Beth Beebe seconded. Motion carried unanimously.

5. Heather Starks moved, Tom Bennett seconded, that the School Board confirms the appointments of Mia Olson, Nelly Korman and Beth Beebe as representatives to the Minnesota School Boards Association Delegate (MSBA) Assembly. Dawn Steigauf table a motion to move this item indefinitely, Nelly Korman seconded. Motion carried unanimously.

All other appointments to School Board subcommittees or representations will be made by the Board Chair: Legislative Committee, Executive Committee, Policy Committee, Community Engagement Committee, Finance and Facilities Committee, Early Childhood Family Education Parent Advisory Council, Community Education Services Advisory Council, Special Education Community Advisory Council, District Diversity Advisory Committee, Bloomington Public Schools Advocacy Council, Bloomington Parent and Family Advisory Council, Education Foundation of Bloomington. Committee and Subcommittee appointments run July 1 through June 30.

J. Board Compensation

Heather Starks moved, Tom Bennett seconded, that the School Board of Independent School District 271 approves compensation for School Board members, other than the Chair, at the rate of \$820 per month for 2025. Compensation for the School Board Chair shall be at the rate of \$922.50 per month. Heather Starks motions to amend that the School Board of Independent School District 271 approves compensation for School Board members, other than the Chair, at the rate of \$840 per month for 2025. Compensation for the School Board Chair shall be at the rate of \$940 per month; Tom Bennett seconded. Motion carried unanimously.

*[Note: School Board member expense allocation is addressed during the budget process. The expense allocation will be budgeted at \$750 per Board Member for calendar year 2025.]*

VI. PART A

1. Board Business Meeting Notes Personnel Actions

- a. Minutes of the School Board Business Meeting December 9, 2024
- b. Notes of Listening Session December 9, 2024
- c. Licensed Personnel: Employments. Classified Personnel: Employments, Change of Status.

2. Policy Approval Policy 506

- a. RESOLVED, that the School Board of Independent School District 271 approves the changes to Policy 506, Student Discipline, as attached.

Grants

RESOLVED, that the School Board of Independent School District 271 accepts \$10,000.00 in grants from the Education Foundation of Bloomington to be used for selected educational projects.

3. Contracts/Agreements Educational Access Cable Television

- a. RESOLVED, that the School Board of Independent School District 271 approves the amended agreement between the City of Bloomington and Independent School District 271 to participate in the promotion and development of Educational Access

programming (BEC-TV) on the Bloomington cable television system.

Dawn Steigauf moved, Tom Bennett seconded, to approve Part A items in accordance with all of the written material submitted to the School Board. Motion carried unanimously.

VII. PART B

Intermediate School District 917 CORE

Dawn Steigauf moved, Heather Starks seconded that the School Board of Independent District 271 approves the agreement with Intermediate School District 917's CORE program to provide educational services and a supportive environment for students at risk of expulsion in member districts. Motion carried unanimously.

2025 Board Community Engagement Plan

Matt Dymoke moved, Heather Starks seconded that the School Board of Independent District 271 approves the 2025 Board Community Engagement Plan. The Bloomington School Board Community Engagement committee is committed to the district's mission to empower and equip each learner to succeed in a rapidly changing world. Motion carried unanimously.

2025 Board Legislative Priorities

Tom Bennett moved, Heather Starks seconded that the School Board of Independent District 271 approves the 2025 Board Legislative Priorities. The Bloomington School Board Legislative committee addresses the financial challenges due to funding gaps and new mandates. The School Board urges legislators to close funding gaps and revise assessment and safety policies. Motion carried unanimously.

Policy Review

Heather Starks, Chair of the Board Policy Committee, provided an overview of one policy reviewed by the committee on December 11, 2024 and are being brought to the Board for information and discussion.

Policy 214

Policy 214, Out of State Travel by a Board Member - Eric Melbye

*Recommendation: REVISED*

This MSBA policy was last reviewed in August, 2018. MSBA has removed a sentence in Section III, Appropriate Travel. A discussion should take place in regards to Section IV, Responsibility; MSBA model policy does not have this included. We are suggesting to include legal and cross references as shown on the model policy.

Dawn Steigauf motions to bring item E, School Board Attorney for reconsideration, Heather Starks seconded. Dawn Steigauf moved to amend, that the School Board retains Holman Law Office as legal counsel to the School Board at a monthly rate of \$3400; and that in addition to the monthly retainer, standard attorney's fees will be paid for representing the school district; Heather Starks seconded. Motion carried unanimously.

VIII. BOARD MEMBER REPORT

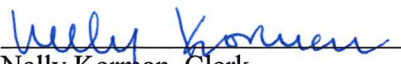
Beth Beebe reported that the Special Education Community Advisory Council (SECAC) are well attended from the past. Robin presented on the Transition Program. Heather Starks provided a reminder of the last Kennedy and Jefferson hockey game on Saturday, January 11, 2025 7pm at the Bloomington Ice Garden. Matt Dymoke reported that the Education Foundation of Bloomington (EFB) approved \$20,000 in Innovation Grants. EFB will host their annual golf tournament in July.

IX. OTHER

None.

X. ADJOURNMENT

There being no further business to come before the School Board, Chair Matt Dymoke adjourned the meeting at 8:21 p.m.

  
Nelly Korman, Clerk