

Special
Thursday, January 8, 2009 6:30 PM

Boardroom / Teleconference
1820 Xenium Ln N
Minneapolis, MN 55441-3790

Agenda

1. NOTICE OF ORGANIZATIONAL MEETING
2. CALL TO ORDER
3. NOMINATING COMMITTEE REPORT
4. ORGANIZATIONAL BUSINESS
 - 4.1. Operations
 - 4.2. Finance
 - 4.3. Information
5. ADJOURNMENT

**NOTICE OF ORGANIZATIONAL MEETING OF THE BOARD
INTERMEDIATE DISTRICT 287
THURSDAY, January 8, 2009
6:30PM**

AGENDA

**A = Action
R = Roll Call
I = Information**

- 1. CALL TO ORDER A**
 - 1.1 Oath of Office A
 - 1.2 Roll Call & Determination of Quorum A

- 2. NOMINATING COMMITTEE REPORT**
 - 2.1 Election of Board Officers A
 - 2.2 Election of Board Vice-Chair A
 - 2.3 Election of Board Clerk A
 - 2.4 Election of Board Treasurer A

- 3. ORGANIZATIONAL BUSINESS**
 - 3.1 Operations A
 - 3.1a Meeting Schedule for the Year R
 - 3.1b Board Biography Sheet I
 - 3.1c Recitation of Pledge of Allegiance A
 - 3.2 Finance A
 - 3.2a Appointment of Assistant Treasurer A
 - 3.2b Appointment of Money Transfers A
 - 3.2c Appointment of Financial Institutions A
 - 3.2d Designation of Official Newspapers A
 - 3.2e Board Sunshine Annual Report I
 - 3.2f Authorization for Superintendent to Sign Contracts R
 - 3.2g Legal Counsel Appointment A
 - 3.2h Board Compensation I
 - 3.2i Appointment of School District Responsible Authority R
 - 3.2j Resolution Good Faith Compliance R
 - 3.3 Information
 - 3.3a Board Member Contact Information I

- 4. ADJOURNMENT A**

The Board will immediately reconvene for the January General Board Meeting.

1. CALL TO ORDER

The organizational meeting will be called to orderA

1.1 Oath of OfficeA

1.2 Roll Call & Determination of QuorumA

**ANNUAL ORGANIZATIONAL MEETING OF THE BOARD
INTERMEDIATE DISTRICT 287
THURSDAY, January 8, 2009
6:30 PM – Board Room – Service Center**

AGENDA

**A = Action
R = Roll Call
I = Information**

1. CALL TO ORDER A

Chair Kunz will convene the meeting and preside until the January 2009 – December 2009
Chair has been selected.

1.1 Oath of Office – All board members shall take the oath of office conducted by the
Superintendent:

**OATH OF OFFICE – INTERMEDIATE DISTRICT 287
BOARD MEMBER
JANUARY 2009 – DECEMBER 2009**

*“I, (state your name), do solemnly swear that I will support
the Constitution of the United States and the Constitution of the
State of Minnesota, and that I will faithfully and justly perform
and discharge all the duties of the office and trust, which I now
assume as a member of the Board of Intermediate School
District 287, to the best of my judgment and ability.”*

***Please sign the Oath of Office (gold) form which will be in your board folder.
Please leave form in the folder for Wauneen to process.***

1.2 Roll Call and Determination of Quorum A
The January 2009 – December 2009 Board roster is attached as (Attachment 1.2).

2. NOMINATING COMMITTEE REPORT

Arlene Bush, Nominating Committee Chair, will present the recommended
slate for board officers. After election of “2.1”, the newly elected board
chair will preside over the meeting.

2.1 Election of Board Chair A

Motion _____ Second _____ Vote _____

2.2 Election of Board Vice-Chair A

Motion _____ Second _____ Vote _____

2.3 Election of Board Clerk A

Motion _____ Second _____ Vote _____

2.4 Election of Board Treasurer..... **A**

Motion _____ *Second* _____ *Vote* _____

3. ORGANIZATIONAL BUSINESS

3.1 Operations

(Please note: All forms which require your completion, have been posted on BoardBook and a hard copy is placed in your folder for your convenience.)

3.1a Meeting Schedule for the Year **I**

The January – December 2009 board meeting schedule was approved at the October 2008 and November 2008 meetings. A schedule is attached for your use in (Attachment 3.1a). The meetings will be held on the second and fourth Thursdays except for the months of April, July, August, November and December when the schedule was adjusted for Holidays and Winter Break.

3.1b Board Biography Sheet **I**

We request that board members complete the enclosed biography sheet and turn the form in at the meeting. (Attachment 3.1b)
This information will be shared with all board members at the January 22, 2009 meeting. *(Please leave the completed form in your folder.)*

3.1c Recitation of Pledge of Allegiance **A**

The 287 Board approved a motion on June 19, 2003 to waive the recitation of the Pledge of Allegiance. Please see (Attachment 3.1c & 3.1c.1) for supporting information. A motion is necessary to continue to waive the recitation of the Pledge.

Motion _____ *Second* _____ *Vote* _____

3.2 Finance

3.2a Appointment of Assistant Treasurer (Attachment 32.a)..... **A**

Motion _____ *Second* _____ *Vote* _____

3.2b Appointment for Money Wire Transfers (Attachment 3.2b)..... **A**

Motion _____ *Second* _____ *Vote* _____

3.2c Appointment of Financial Institutions **A**
(Attachment 3.02c)

Motion _____ *Second* _____ *Vote* _____

A = Action
R = Roll Call
I = Information

3.2d Designation of Official Newspapers (Attachment 3.2d) **A**

Motion _____ *Second* _____ *Vote* _____

3.2e Board Sunshine Annual Report **I**

This fund is used to buy floral/memorial gifts for fund members and their families. Donors to the fund include board members, Sandy Lewandowski and Wauneen Denson-Mgeni. A motion is necessary to authorize a one-time \$10 deduction from each board member to replenish funds in this account.

Motion _____ *Second* _____ *Vote* _____

3.2f Authorization for Superintendent to Sign Contracts..... **R**

RESOLUTION AUTHORIZING THE SUPERINTENDENT TO EXECUTE CONTRACTS FOR JANUARY 2009 – DECEMBER 2009 CALENDAR YEAR.

BE IT RESOLVED by the School Board of Intermediate District 287:

That the Superintendent of Intermediate District 287 is hereby authorized to execute training contracts on behalf of Intermediate District 287, and that the Superintendent is hereby authorized to execute contracts that have been previously approved by the Board.

Motion _____ *Second* _____ *Roll Call Vote* _____

3.2g Legal Counsel Appointment **A**

It is recommended that Paul Ratwik and the Ratwik Roszak and Maloney Law firm, Sara Ruff, Laura Booth, and Anne Becker of the Intermediate collaborative, be designated as general legal counsel provider; and further recommended that other firms may be used for specific counsel, if necessary and within the budget.

Motion _____ *Second* _____ *Vote* _____

3.2h Board Compensation..... **I**

The January – December 2009 board compensation was approved at the October 2008 meetings.

3.2i Resolution Appointing School District Responsible Authority..... **R**

An annual resolution is necessary to meet data privacy reporting requirements as set forth by the State of Minnesota.

BE IT RESOLVED, pursuant to the provisions of MN Statutes, Section 13.02, subdivision 16, as amended, Sandra Lewandowski is hereby appointed Responsible Authority for Intermediate District 287.

BE IT FURTHER RESOLVED, Sandra Lewandowski is hereby authorized to take all actions necessary to assure that all programs, administrative procedures and forms used within Intermediate District 287 are administered in compliance with the provision of Minnesota Statutes, Section 13, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register, Copyright 2003 by the Office of Reviser of Statutes, State of Minnesota.

Motion _____ Second _____ Roll Call Vote _____

3.2j Resolution Good Faith Compliance..... **R**

A resolution is necessary to keep in compliance with all legal requirements for the time period of July 1, 2008 through December 31, 2008.

Motion _____ Second _____ Roll Call Vote _____

3.3 Information

3.3a Board Member Contact Information..... **I**

A board member roster containing home address info, email addresses, phone numbers, and in some cases work information, is shared. This document is to be considered confidential and information should not be shared without permission. Please check your personal information and contact Wauneen if changes or additions are necessary.

4. ADJOURNMENT..... **A**

A motion is necessary to adjourn the organizational meeting and reconvene for the general board meeting.

Motion _____ Second _____ Vote _____

Adjourned @ _____ PM.



Intermediate District
Partner in Education

**Serving
Member
School Districts:**

- Bloomington
- Brooklyn Center
- Eden Prairie
- Edina
- Hopkins
- Minnetonka
- Orono
- Osseo
- Richfield
- Robbinsdale
- St. Louis Park
- Wayzata
- Westonka

District Service Center

1820 Xenium Lane North
Plymouth, MN
55441-3708

TEL: 763.559.3535

FAX: 763.550.7199

TTY: 763.550.7222

www.district287.org

The district is an equal opportunity
educator and employer

BOARD MEMBER OATH OF OFFICE

January 2009 – December 2009

**"I, _____ do solemnly swear
that I will support the Constitution of the United States
and the Constitution of the State of Minnesota, and
that I will faithfully and justly perform and discharge
all the duties of the office and trust, which I now assume
as a member of the Board of Intermediate School District 287,
to the best of my judgment and ability."**

Board Member _____ Date _____
(Signature)

Oath of Office administered by
Sandy Lewandowski, Superintendent

Acknowledgement:

State of Minnesota, County of Hennepin

On this **08** day of **January, 2009**, appeared before me

who is personally known to me to be the signer of the above
instrument, and he/she acknowledged that he/she executed it.

NOTARY PUBLIC _____

Wauneen Denson-Mgeni of Hennepin County Minnesota
Commission expires January 31, 2013

Roll Call Vote - All Board Members January 2009 - December 2009

Date: January 8, 2009

Motion By: _____ Second By: _____

Board Member	Yes	No	Abstain or Absent
Antolak, Steven			
Bremer, Ann			
Bush, Arlene			
Draayer, Don			
Gabbert, Barbara			
Johnson, Linda			
Johnson, Sally			
Kunz, Michèle			
Peterson, Carter			
Robb, Peyton			
Rowley, Nancy			
Rykken, Pam			
Thielsen, Greg			
TOTALS			

Pass _____ Fail _____

1. NOMINATING COMMITTEE REPORT

Recommendation of OfficersA

The Nominating Committee (Arlene Bush, Chair; Sally Johnson and Ken Daniels) recommend the following slate of officers for the timeframe of January 2009 through December 2009.

- 2.1 Board Chair – Linda Johnson
- 2.2 Board Vice Chair – Don Draayer
- 2.3 Board Clerk – Barbara Gabbert
- 2.4 Board Treasurer – Greg Thielsen

Thank you to the Nominating Committee for their time and effort.

Board Calendar
January 2009 – December 2009
(Second Thursday & Fourth Thursday of the Month)

January 8, 2009

January 22, 2009

February 12, 2009

February 26, 2009

March 12, 2009

March 26, 2009

April 23, 2009

May 14, 2009

May 28, 2009

June 11, 2009

June 25, 2009

July 23, 2009

August 27, 2009

September 10, 2009

September 24, 2009

October 8, 2009

October 22, 2009

November 12, 2009

December 10, 2009

Intermediate District 287 Board Member Introduction/Biographical Background

Name _____

HmPhone: _____ WkPhone _____ Cell _____
(Ok to share? Y/N) (Ok to share? Y/N) (Ok to share? Y/N)

SCHOOL BOARD BACKGROUND Representative from _____ District

Do you currently serve on your local school board? Yes No

If "No", have you served on your local board in the past? Yes No Years _____

Please list local district activities and/or leadership positions _____

Please list 287 activities and/or leadership positions _____

OCCUPATIONAL BACKGROUND _____

EDUCATIONAL BACKGROUND _____

PERSONAL/FAMILY DATA _____

CIVIC ACTIVITIES _____

HOBBIES _____

Please use reverse side for any additional information you'd like to share. Thank you.

To: Board Members

From: Sandy Lewandowski, Superintendent

Date: January 8, 2009

Re: Pledge of Allegiance

Attached you will find updated information for legislation pertaining to the Pledge of Allegiance. Essentially, the legislation requires recitation of the Pledge plus providing related instruction unless annually waived by the school board.

A 287 board motion was passed on June 19, 2003 to waive the recitation of the Pledge. Reasons cited were our special populations with unique needs and the fact that many of our students would have the pledge requirements met in their home district. This action only waived the requirement but allows teachers to incorporate the pledge/curriculum into class time if they wish.

It is our recommendation this waiver be continued and approved by our board. Similar action is also being recommended by the other two Intermediates for the reasons cited.

/wm

Attachment – Minnesota Statute 2005, 121A.11



Minnesota Statutes 2005, 121A.11

Copyright 2005 by the Office of Revisor of Statutes, State of Minnesota.

121A.11 United States flag.

Subdivision 1. **Displayed by schools.** Every public school in Minnesota must display an appropriate United States flag when in session. The flag shall be displayed upon the school grounds or outside the school building, on a proper staff, on every legal holiday occurring during the school term and at such other times as the board of the district may direct. The flag must be displayed within the principal rooms of the school building at all other times while school is in session.

Subd. 2. **School boards to provide flags and staffs.** The board must provide the flag for each of the school buildings in their districts, together with a suitable staff to display the flag outside of the school building and proper arrangement to display the flag in the building, and a suitable receptacle for the safekeeping of the flag when not in use.

Subd. 3. **Pledge of Allegiance.** (a) All public and charter school students shall recite the Pledge of Allegiance to the flag of the United States of America one or more times each week. The recitation shall be conducted:

(1) by each individual classroom teacher or the teacher's surrogate; or

(2) over a school intercom system by a person designated by the school principal or other person having administrative control over the school.

A local school board or a charter school board of directors may annually, by majority vote, waive this requirement. 

(b) Any student or teacher may decline to participate in recitation of the pledge.

(c) A school district or charter school that has a student handbook or school policy guide must include a statement that anyone who does not wish to participate in reciting the Pledge of Allegiance for any personal reasons may elect not to do so and that students must respect another person's right to make that choice.

(d) A local school board or a charter school board of directors that waives the requirement to recite the Pledge of Allegiance under paragraph (a) may adopt a district or school policy regarding the reciting of the Pledge of Allegiance.

Subd. 4. **Instruction.** Unless the requirement in subdivision 3 is waived by a majority vote of the school board, a school district must instruct students in the proper etiquette toward, correct display of, and respect for the flag, and in patriotic exercises.

HIST: Ex1959 c 71 art 7 s 14; 1998 c 397 art 9 s 4,26; 2003 c 120 s 1,2

Note: This bill replaces Chapter 120 from the 2003 Legislative Session.)

DATE: January 8, 2009
TO: Board Members
FROM: Sandy Lewandowski, Superintendent
RE: Appointment of Assistant Treasurer

RECOMMENDATION:

Appoint *Janet Johnson* as Assistant Treasurer for January 1, 2009 – December 31, 2009.

Consistent with the above appointment, the Assistant Treasurer, or her designate, is authorized to sign investment and collateral documents on behalf of the District. Investment transactions and collateral activity will be reported to the Board.

Reference: MN Statute 123.34(1)

DATE: January 8, 2009
TO: Board Members
FROM: Sandy Lewandowski, Superintendent
RE: *Money Wire Transfers*

In accordance with Minnesota law, the School Board annually designates a business administrator to make wire transfers. We have used wire transfers to purchase investments, make debt service, payroll tax and benefit payments. We plan to continue this usage of wire transfers within the framework of our internal controls.

RECOMMENDATION:

Authorize *Janet Johnson*, or her designee, to execute wire transfers on behalf of District 287 for the year 2009.

Reference: MN Statute 471.38, Subd 3.

DATE: January 8, 2009
TO: Board Members
FROM: Sandy Lewandowski, Superintendent
RE: *Designation of Financial Institutions*

RECOMMENDATION:

1. To designate the following list of financial institutions for depository/investment purposes for the year 2009.
2. To authorize the chairperson, clerk and treasurer to sign the “certificate of authority” forms for the following list of financial institutions.
 - a. **Citigroup Global Markets, Inc.**
 - b. **Minnesota School District Liquid Asset Fund Plus** managed by PFM Asset Management, LLC
 - c. **U.S. Bank Minneapolis**
 - d. **Wells Fargo Bank Minneapolis**

Reference: MN Statutes 118.005, 124.05 & 475.66

DATE: January 8, 2009
TO: Board Members
FROM: Sandy Lewandowski, Superintendent
RE: *Designation of Official Newspaper*

In order to give the widest possible coverage of legal items to our thirteen member district area, we have used:

Minnesota Sun Publications representing the Sun-Current, Sun-Post and Sun-Sailor.

The Laker/Pioneer representing the southwestern area, and

Osseo/Maple Grove Press representing the northwestern area.

RECOMMENDATION:

To designate the *Minnesota Sun Publications*, *The Laker/Pioneer*, and *The Osseo/Maple Grove Press* as the official newspapers for the year 2009.

Reference: MN Statutes 331.01, 331.11

January 8, 2008

This item is the RESOLUTION AUTHORIZING THE SUPERINTENDENT TO EXECUTE CONTRACTS. The effective ending date of the resolution will now be December 31, 2009.

The original resolution read as follows:

Be it resolved by the School Board of Intermediate District 287:

That the Superintendent of Intermediate District 287 is hereby authorized to execute training contracts o behalf of Intermediate District 287, and that the Superintendent is hereby authorized to execute contracts that have been previously approved by the Board.

DATE: January 8, 2009
TO: Board Members
FROM: Sandy Lewandowski, Superintendent
RE: Appointment of Legal Counsel

RECOMMENDATION:

It is recommended that Paul Ratwik and the Ratwik Roszak and Maloney Law firm, Sara Ruff, Laura Booth, and Anne Becker of the Intermediate collaborative, be designated as the general counsel, if necessary and within the budget year of January 1, 2009 – December 31, 2009.

**Board Transition Task Force Recommendations
Summary Document 10-15-08**

Task Force Charge Statement	Task Force Outcome or Recommendation	Benefits & Cost of Recommendation
9. Board Compensation	<p>The Task Force recommends that Board members compensation be \$275/month or \$3,300/year.</p> <p>The Task Force recommends that the Board Chair receive an additional \$83.33/month or \$1000/year.</p>	<p>Task Force sought to increase Board compensation to bring it closer to the mid-range of member districts. See attached graph of all 14 districts, including 287, Board member compensation.</p> <p>Board member compensation currently is \$1200 per year plus \$50 per committee meeting. If a Board member attends two committee meetings per month, they would earn \$2400/year. The Board Chair currently receives an additional \$67/month or \$800/year. With the current compensation if all 26 members attended two meetings per year the cost would have been \$63,200/year including \$800 for the Chair</p> <p>With the new compensation 13 members receive 3,300 per year and the Chair receives an additional \$1000, the cost would be \$43,900. Given the scenario described, the <i>cost savings would be \$19,300 per year.</i></p>

January 8, 2009

This item is the RESOLUTION APPOINTING SCHOOL DISTRICT RESPONSIBLE AUTHORITY. The effective ending date of this resolution will now be December 31, 2009.

The original resolution reads as follows:

Be it resolved, pursuant to the provision of MN Statutes, Section 13.02, subdivision 16, as amended, Sandra Lewandowski is hereby appointed Responsible Authority for District 287.

Be it further resolved, Sandra Lewandowski is hereby authorized to take all actions necessary to assure that all programs, administrative procedures and forms used within Intermediate District 287 are administered in compliance with the provision of Minnesota Statutes, Section 13, as amended, and with rules as lawfully promulgated by the Commissioner of Administration as published in the State Register, Copyright 2003 by the Officer of Revisor of Statues, State of Minnesota.

RESOLUTION

WHEREAS, District 287 is an intermediate school district established under Minnesota law; and

WHEREAS, the Memorandum of Agreement (MOA) that led to the creation of Intermediate District 287 was first signed by member school districts in 1968; and

WHEREAS, following changes in Minnesota law, a second MOA was signed by member school districts and became effective in 1972; and

WHEREAS, there have been changes in Minnesota law since 1972 concerning the powers and duties of intermediate school districts;

WHEREAS, Intermediate District 287 has recently engaged in a strategic planning process to develop responsive and innovative solutions to the challenges facing public education and define the District's role in partnering with member districts to meet those challenges; and

WHEREAS, in keeping with the changes in Minnesota law and the results of the strategic planning process, Intermediate District 287 has changed its governance structure, revised its bylaws, and made other changes consistent with its mission to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students;

WHEREAS, a new Memorandum of Agreement (MOA) has been written to reflect current Minnesota law, District practice, Board goals, and the strategic plan, and to memorialize the renewed commitment of the thirteen member districts to one another and the Intermediate District; and

WHEREAS, Intermediate District 287's member district boards have all passed resolutions approving the adoption and ratification of the new MOA; and

WHEREAS, the Board of Intermediate District 287 and the boards of the thirteen member districts have ratified the new MOA in good faith and with the best interests of students as the primary purpose.

NOW, THEREFORE, BE IT RESOLVED by the Board of Intermediate District 287 as follows:

Should any of the resolutions or other actions by the Board and the school boards of the thirteen member districts with regard to the new Memorandum of Agreement effective January 1, 2009, be inconsistent, insufficient, or otherwise incompatible with Minnesota law governing intermediate and independent school districts, said resolutions or actions shall be considered revised or revoked as necessary to resolve any such conflict, insufficiency or incompatibility.

Intermediate District 287 hereby directs its Board Chair and Clerk to sign the new Memorandum of Agreement on its behalf.

The above resolution was moved by _____ and seconded by _____, and upon vote being taken thereon, the following voted in favor thereof: _____ and the following voted against the same: _____.

Whereupon said Resolution was declared duly passed and adopted

**INTERMEDIATE DISTRICT 287
PLYMOUTH, MN**

BOARD OF EDUCATION

Organizational Meeting – January 8, 2009

Agenda Section: ADJOURNMENT

Item: 4

Presented by: Board Chair

A motion is necessary to adjourn the organizational meeting of the Board.

Recommended Action: The Board approve adjournment of the organizational meeting.

Motion by:

Second by:

Vote: Passed ____ Failed ____