

Special
Thursday, January 14, 2010 6:00 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

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

NOTICE OF ORGANIZATIONAL MEETING OF THE BOARD

INTERMEDIATE DISTRICT 287

THURSDAY, January 14, 2010

6:00PM

AGENDA

A = Action
R = Roll Call
I = Information

- 1. CALL TO ORDER**
 - 1.1 Introduction new Board member: Carol Bomben.....A
 - 1.2 Oath of OfficeA
 - 1.3 Roll Call & Determination of QuorumA

- 2. NOMINATING COMMITTEE REPORT**
 - 2.1 Election of Board ChairA
 - 2.2 Election of Board Vice-ChairA
 - 2.3 Election of Board ClerkA
 - 2.4 Election of Board Treasurer.....A

- 3. ORGANIZATIONAL BUSINESS**
 - 3.1 Operations
 - 3.1a Meeting Schedule for the YearA
 - 3.1b Recitation of Pledge of AllegianceA
 - 3.2 Finance
 - 3.2a Appointment of Assistant TreasurerA
 - 3.2b Appointment of Money Transfers.....A
 - 3.2c Appointment of Financial InstitutionsA
 - 3.2d Designation of Official NewspapersA
 - 3.2e Board Sunshine Annual Report.....A
 - 3.2f Authorization for Superintendent to Sign ContractsR
 - 3.2g Legal Counsel AppointmentA
 - 3.2h Board Compensation.....I
 - 3.2i Appointment of School District Responsible Authority.....R
 - 3.3 Information
 - 3.3a Board Member Contact Information.....I

- 4. ADJOURNMENTA**

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

Intermediate District 287

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ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

THURSDAY, January 14, 2010

6:00 PM – Board Room – District Service Center

AGENDA

(20 Minutes)

A = Action
R = Roll Call
I = Information
- Page #

1. CALL TO ORDER.....A

Chair Johnson will convene the meeting and preside until the January 2010 – December 2010
Chair has been selected.

1.1 Introduction of new Board member Carol Bomben.....I

1.2 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 2010 – DECEMBER 2010**

*“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.*

1.3 Roll Call and Determination of Quorum.....A
The January 2010 – December 2010 Board roster is attached as (Attachment 1.3).

2. NOMINATING COMMITTEE REPORT

Michèle Kunz, 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..... A

The January 2010 – December 2010 board meeting schedule is attached (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.

Motion _____ Second _____ Vote _____

3.1b 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 3.2a).....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 _____

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

Motion _____ Second _____ Vote _____

3.2e Board Sunshine Annual Report.....A

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 Mgeni. A motion is necessary to authorize a one-time \$10 deduction from each board member to replenish funds in this account; currently the account has a balance of \$126.04.

Motion _____ Second _____ Vote _____

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

RESOLUTION AUTHORIZING THE SUPERINTENDENT TO EXECUTE CONTRACTS FOR JANUARY 2010 – DECEMBER 2010 CALENDAR YEAR.

The Board of Education for Intermediate District 287 hereby authorizes the Superintendent of Schools to sign contracts and purchase orders for goods and services contained within the Board approved budget. Specific Board authorization and compliance with bid requirements is required for transactions in amounts greater than the minimum amount for which bids are required.

Motion _____ Second _____ Roll Call Vote _____

3.2g Legal Counsel Appointment.....A

It is recommended that the following persons be designated as District Legal Counsel for January 1, 2010 – December 31, 2010:

Sara J. Ruff, Laura Tubbs Booth, and E. Jaynie Leung, independent contractors providing legal services to the Intermediate and its member districts; Anne C. Becker, Director of Human Resources; and other legal counsel selected by the Superintendent as necessary to conduct the business, and protect the legal interests, of the District.

Motion _____ Second _____ Vote _____

3.2h Board Compensation.....A

Effective January 2008, the compensation was set at \$275/month or \$3,300/year for Board Members and the Board Chair receive an additional \$83.33/month or \$1000/year; the rate will remain the same. All members of the board may receive reimbursement for transportation at the provided rate. The Federal Mileage Rate will be decreasing from 55.0 cents per mile to 50.0 cents per mile effective January 1, 2010.

Motion _____ Second _____ Vote _____

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 _____

3.3 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 Wauneeen if changes or additions are necessary.

3.3b Auditors Compliance, M.S. 471.87 – Public Officers’ Interest in Contracts

Per Minnesota Statute § 471.87, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest, directly or through his or her spouse, in that sale, lease, contract, or personally benefit financially therefrom.

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

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

Motion _____ Second _____ Vote _____

Adjourned @ _____ PM.

BOARD MEMBER OATH OF OFFICE
January 2010 – December 2010

**"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 14 day of January, 2010, 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 2010 - December 2010

Date: January 14, 2010

Roll Call & Determination of Quorum

Board Member	Present	Absent
Antolak, Steven		
Bremer, Ann		
Bush, Arlene		
Bomben, Carol		
Draayer, Don		
Johnson, Linda		
Johnson, Sally		
Kunz, Michèle		
Peterson, Carter		
Robb, Peyton		
Rowley, Nancy		
Rykken, Pam		
Thielsen, Greg		
TOTALS		

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NOMINATING COMMITTEE REPORT

Recommendation of Officers

The Nominating Committee (Michèle Kunz, Chair; Sally Johnson and Carter Peterson) recommends the following slate of officers for the timeframe of January 2010 through December 2010.

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

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

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Board Calendar

January 2010 – December 2010

(Second & Fourth Thursday of the Month)

January 14, 2010

January 28, 2010

February 11, 2010

February 25, 2010

March 11, 2010

March 25, 2010

April 22, 2010

May 13, 2010

May 27, 2010

June 10, 2010

June 24, 2010

July 22, 2010

August 26, 2010

September 9, 2010

September 23, 2010

October 14, 2010

October 28, 2010

November 11, 2010

December 9, 2010

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INTER-OFFICE MEMORANDUM

To: Board Members

From: Sandy Lewandowski, Superintendent

Date: January 14, 2010

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

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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.)

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2010

TO: Board Members

FROM: Sandy Lewandowski, Superintendent

RE: *Appointment of Assistant Treasurer*

RECOMMENDATION:

Appoint *Janet Johnson* as Assistant Treasurer for January 1, 2010 – December 31, 2010.

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)

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2010
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 2010.

Reference: MN Statute 471.38, Subd 3.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2010

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 2010.
2. To authorize the chairperson, clerk and treasurer to sign the “certificate of authority” forms for the following list of financial institutions.
 - a. **Morgan Stanley Smith Barney LLC**
 - 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

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2010
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 2010.

Reference: MN Statutes 331.01, 331.11

DIST 0287 Intermediate District 287

GENERAL LEDGER
 ACCOUNTING PERIOD 07/01/09 TO 12/31/09
 INCLUDES BALANCE SHEET ACCTS

ACCOUNT NUMBER/TITLE PRG ORG 64 215	BEGINNING BAL AS OF 06/30/09	PERIOD 07/01/09 TO 12/31/09		FISCAL YEAR 200907		BALANCE AS OF 12/31/09
		DEBITS	CREDITS	DEBITS	CREDITS	
14-215-64 : CONTRACT RELEASE FEE	0.00					
AP ACCOUNTS PAYABLE		612.08	0.00	612.08	0.00	
PR PAYROLL		0.00	612.08	0.00	612.08	0.00
* 64 MARK ZALAC	0.00	612.08	612.08	612.08	612.08	0.00
01-215-65 : BOARD SUNSHINE FUND						
CR CASH RECEIPTS	43.96	0.00	170.00	0.00	170.00	126.04CR
* 65 BOARD SUNSHINE FUND	43.96	0.00	170.00	0.00	170.00	126.04CR
01-215-66 : EMPLOYEE FUND						
	1,590.68CR					1,590.68CR
* 66 EMPLOYEE FUND	1,590.68CR	0.00	0.00	0.00	0.00	1,590.68CR
01-215-70 : WORKERS COMPENSATION	0.00					0.00
01-215-75 : STATE CAPITAL CREDIT UNION	0.00					0.00
04-215-75 : STATE CAPITAL	0.00					0.00
01-215-76 : TEACHERS FED CREDIT UNION	0.00					0.00
04-215-76 : TEACHERS FED CREDIT UNION	0.00					0.00
01-215-80 : DENTAL - INDEMNITY FAMILY	0.00					0.00
04-215-80 : DENTAL - INDEMNITY FAMILY	0.00					0.00

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Resolution Authorizing Superintendent to Sign Contracts and Purchase Orders

Minnesota Statutes Section 123B.52, subd. 2 permits the Board to pass a resolution authorizing the Superintendent to sign purchase orders and certain contracts. It is recommended by Administration that the following resolution be passed:

“The Board of Education for Intermediate District 287 hereby authorizes the Superintendent of Schools to sign contracts and purchase orders for goods and services contained within the Board approved budget. Specific Board authorization and compliance with bid requirements is required for transactions in amounts greater than the minimum amount for which bids are required.”

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2010

TO: Board Members

FROM: Sandy Lewandowski, Superintendent

RE: Appointment of Legal Counsel

RECOMMENDATION:

It is recommended that the following persons be designated as District Legal Counsel for January 1, 2010 – December 31, 2010:

Sara J. Ruff, Laura Tubbs Booth, and E. Jaynie Leung, independent contractors providing legal services to the Intermediate and its member districts; Anne C. Becker, Director of Human Resources; and other legal counsel selected by the Superintendent as necessary to conduct the business, and protect the legal interests, of the District.

Intermediate District 287

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January 14, 2010

This item is the RESOLUTION APPOINTING SCHOOL DISTRICT RESPONSIBLE AUTHORITY. The effective ending date of this resolution will now be December 31, 2010.

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 Statutes, State of Minnesota.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

TO: ALL ADMINSTRATORS AND SCHOOL BOARD MEMBERS

FROM: BUSINESS SERVICES

DATE: January 14, 2010

SUBJECT: **Auditors Compliance, M.S. 471.87 – Public Officers’ Interest in Contracts**

Per Minnesota Statute § 471.87, a public officer who is authorized to take part in any manner in making any sale, lease, or contract in official capacity shall not voluntarily have a personal financial interest, directly or through his or her spouse, in that sale, lease, contract, or personally benefit financially therefrom.

To document compliance with this statute, we request that you complete the following:

Name _____

Principal place of business _____

Spouses name _____

Spouse’s principal place of business _____

I herby certify that during January 2010 – December 2010 year, I have not had a financial interest in the sale, lease, or contract of the District nor have I personally benefited from any such transaction.

By: _____

Title: _____

Date: _____

If you have had a financial interest in the sale, lease, or contract with the District, please describe below.

**INTERMEDIATE DISTRICT 287
BOARD MEMBER ROSTER
JANUARY 2010 – DECEMBER 2010**

BLOOMINGTON DISTRICT 271:	ARLENE BUSH
BROOKLYN CENTER DISTRICT 286:	GREG THIELSEN
EDEN PRAIRIE DISTRICT 272:	CAROL BOMBEN
EDINA DISTRICT 273:	ROBB PEYTON
HOPKINS DISTRICT 270:	SALLY JOHNSON
MINNETONKA DISTRICT 276:	DONALD DRAAYER
ORONO DISTRICT 278:	MICHÈLE KUNZ
OSSEO DISTRICT 279:	STEVEN ANTOLAK
RICHFIELD DISTRICT 280:	NANCY ROWLEY
ROBBINSDALE DISTRICT 281:	LINDA JOHNSON
ST. LOUIS PARK DISTRICT 283:	PAMELA RYKKEN
WAYZATA DISTRICT 284:	CARTER PETERSON
WESTONKA DISTRICT 277:	ANN BREMER

Updated 12.29.09