

ORGANIZATIONAL MEETING OF
THE BOARD
Thursday, January 27, 2011 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 27, 2011

6:00PM

AGENDA

A = Action
R = Roll Call
I = Information

1. CALL TO ORDER

- 1.1 School Board Recognition of Departing Board Member Steve Antolak..(*Information*)
- 1.2 Introduction New Board Members: Laura Ronback and Dean Henke.....(*Information*)
- 1.3 Oath of Office (*Information*)
- 1.4 Roll Call & Determination of Quorum..... (*Information*)

2. NOMINATING COMMITTEE REPORT

- 2.1 Election of Board Chair..... (*Action*)
- 2.2 Election of Board Vice-Chair (*Action*)
- 2.3 Election of Board Clerk..... (*Action*)
- 2.4 Election of Board Treasurer (*Action*)

3. ORGANIZATIONAL BUSINESS

- 3.1 Operations
 - 3.1.1 Meeting Schedule for the Year(*Action*)
 - 3.1.2 Recitation of Pledge of Allegiance..... ..(*Action*)
- 3.2 Finance
 - 3.2.1 Appointment of Assistant Treasurer(*Action*)
 - 3.2.2 Appointment of Money Transfers(*Action*)
 - 3.2.3 Appointment of Financial Institutions(*Action*)
 - 3.2.4 Designation of Official Newspapers(*Action*)
 - 3.2.5 Board Sunshine Annual Report (*Action*)
 - 3.2.6 Authorization for Superintendent to Sign Contracts..... ..(*Resolution*)
 - 3.2.7 Legal Counsel Appointment(*Action*)
 - 3.2.8 Board Compensation.....(*Information*)
 - 3.2.9 Appointment of School District Responsible Authority(*Resolution*)
- 3.3 Information
 - 3.3.1 Board Member Contact Information.....(*Information*)

4. ADJOURNMENT(*Action*)

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

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

THURSDAY, January 27, 2011

6:00 PM – Board Room – District Service Center

AGENDA

(20 Minutes)

Page #

1. CALL TO ORDER (Action)

Chair Johnson will convene the meeting and preside until the January 2011 – December 2011 Chair has been selected.

1.1 Introduction of new Board members Laura Ronback and Dean Henke

1.2 Oath of Office – All board members shall take the oath of office conducted by the the Chair:

**OATH OF OFFICE – INTERMEDIATE DISTRICT 287
BOARD MEMBER
JANUARY 2011 – DECEMBER 2011**

“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..... (Action)
The January 2011 – December 2011 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..... (Action)

Motion _____ Second _____ Vote _____

2.2 Election of Board Vice-Chair..... (Action)

Motion _____ Second _____ Vote _____

2.3 Election of Board Clerk..... (Action)

Motion _____ Second _____ Vote _____

2.4 Election of Board Treasurer..... (Action)

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.)

3.1.1 Meeting Schedule for the Year..... **(Action)**

The January 2011 – December 2011 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* _____

3.1.2 Recitation of Pledge of Allegiance..... **(Action)**

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

3.2.1 Appointment of Assistant Treasurer (Attachment 3.2a)..... **(Action)**

Motion _____ *Second* _____ *Vote* _____

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

Motion _____ *Second* _____ *Vote* _____

3.2.3 Appointment of Financial Institutions..... **(Action)**
(Attachment 3.02c)

Motion _____ *Second* _____ *Vote* _____

3.2.4 Designation of Official Newspapers (Attachment 3.2d)..... **(Action)**

Motion _____ *Second* _____ *Vote* _____

3.2.5 Board Sunshine Annual Report..... **(Action)**

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 \$47.43.

Motion _____ *Second* _____ *Vote* _____

3.2.6 Authorization for Superintendent to Sign Contracts..... **(Resolution)**

RESOLUTION AUTHORIZING THE SUPERINTENDENT TO EXECUTE CONTRACTS FOR JANUARY 2011 – DECEMBER 2011 CALENDAR YEAR.

The Board of Education for Intermediate District 287 hereby authorizes the Superintendent of Schools or the Executive Director of Administrative Services or the Director of Finance 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* _____

3.2.7 Legal Counsel Appointment..... (Action)

It is recommended that the following persons be designated as District Legal Counsel for January 1, 2011 – December 31, 2011:

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 _____

3.2.8 Board Compensation..... (Action)

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 increasing from 50.0 cents per mile to 51.0 cents per mile effective January 1, 2011.

Motion _____ Second _____ Vote _____

3.2.9 Resolution Appointing School District Responsible Authority..... (Resolution)

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..... (Information)

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.

4. ADJOURNMENT..... (Action)

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

Motion _____ Second _____ Vote _____

Adjourned @ _____ PM.

Intermediate District 287

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BOARD MEMBER OATH OF OFFICE January 2011 – December 2011

"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 _____
(Signature)

Date **January 27, 2011**

Oath of Office administered by
Sandy Lewandowski, Superintendent

Acknowledgement:

State of Minnesota, County of Hennepin

On this 27 day of **January, 2011**, 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 2011 - December 2011

Date: January 27, 2011

Roll Call & Determination of Quorum

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

Intermediate District 287

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Nominating Committee's Report

Recommendation of Officers

On behalf of the Nominating Committee, I am very pleased to submit for your approval the following slate for Officers of the Intermediate District 287 Board:

- | | |
|-----------------|---------------|
| 2.1 Chair: | Ann Bremer |
| 2.2 Vice-Chair: | Carol Bomben |
| 2.3 Treasurer: | Greg Thielsen |
| 2.4 Clerk: | Nancy Rowley |

Many thanks to these four board members for agreeing to serve as officers, subject to the approval of the full board.

We would also like to thank Linda Johnson and Don Draayer for their excellent work on our behalf as Chair and Vice-Chair, respectively.

Thank you,

Michèle Kunz

Intermediate District 287

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Board Calendar

January 2011 – December 2011

(Second & Fourth Thursday of the Month)

~~January 13, 2011~~

(Canceled due to MSBA Leadership Conference)

January 27, 2011

February 10, 2011

February 24, 2011

March 10, 2011

March 24, 2011

April 28, 2011

May 12, 2011

May 26, 2011

June 9, 2011

June 23, 2011

July 28, 2011

August 25, 2011

September 8, 2011

September 22, 2011

October 13, 2011

October 27, 2011

November 10, 2011

December 8, 2011

Intermediate District 287

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INTER-OFFICE MEMORANDUM

To: Board Members

From: Sandy Lewandowski, Superintendent

Date: January 27, 2011

Re: Pledge of Allegiance

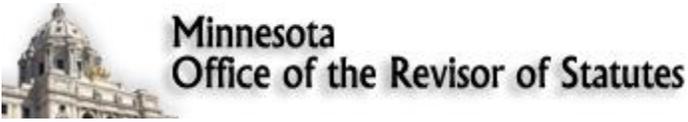
Attached you will find updated information for legislation pertaining to the Pledge of Allegiance. Essentially, the legislation requires recitation of the Pledge plus providing related instruction unless annually waived by the school board.

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 27, 2011

TO: Board Members

FROM: Sandy Lewandowski, Superintendent

RE: *Appointment of Assistant Treasurer*

RECOMMENDATION:

Appoint *Janet Johnson* as Assistant Treasurer for January 1, 2011 – December 31, 2011.

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 27, 2011

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 2011.

Reference: MN Statute 471.38, Subd 3.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 27, 2011

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 2011.
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**
 - e. **Springsted Investment Advisors**

Reference: MN Statutes 118.005, 124.05 & 475.66

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 27, 2011

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 2011.

Reference: MN Statutes 331.01, 331.11

Intermediate District 287

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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 or the Executive Director of Administrative Services or the Director of Finance 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

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

DATE: January 27, 2011

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, 2011 – December 31, 2011:

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

RESPONSIVE. INNOVATIVE. SOLUTIONS.

January 27, 2011

This item is the RESOLUTION APPOINTING SCHOOL DISTRICT RESPONSIBLE AUTHORITY. The effective ending date of this resolution will now be December 31, 2011.

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 BOARD MEMBER DIRECTORY
January 2011-December 2011

BOARD MEMBER	Business Phone/Fax/Email	Home Phone/Fax/Email	On Local Board	Board Position 287 Term
BOMBEN, CAROL 272 Eden Prairie	Voicemail: 952-975-6737	9260 Talus Circle Eden Prairie, MN 55347 Home: 952-942-6356 cbomben@edenpr.org	No	<i>Board Director</i> 01/01/10-12/31/11
BREMER, ANN 277 Westonka	ann.bremer@target.com 763-405-0682 Cell: 612-710-3470	6880 Pinnacle Way Minnetrista 55364 Home: 952-472-9062 bremera@westonka.k12.mn.us	Yes	<i>Board Director</i> 01/01/11-12/31/12
BUSH, ARLENE 271 Bloomington		8788 Walton Oaks Drive Bloomington 55438 Home: 952-941-1519 abush@bloomington.k12.mn.us	Yes	<i>Board Director</i> 01/01/11-12/31/12
DRAAYER, DON 276 Minnetonka	Cell: 952-594-2488	5906 Holiday Way Minnetonka 55345 Home – 952-934-9680 dondraayer@comcast.net	No	<i>Board Director</i> 01/01/11-12/31/12
HENKE, DEAN 279 Osseo	Phone: 651-643-0261 Fax: 763-391-7071 henked@district279.org	8424 Underwood Lane North Maple Grove 55369 Home: 763-420-8220 Cell: 612-805-7431	No	<i>Board Director</i> 01/01/11-12/31/12
JOHNSON, LINDA 281 Robbinsdale	Linda Johnson Seminars 2417 Douglas Dr N Golden Valley 55422 763-546-2416 lindajohnsonseminars@comcast.net	2417 Douglas Drive North Golden Valley 55422 Home: 763-546-1585 Cell: 612-716-8249 lindajohnsonseminars@comcast.net	Yes	<i>Board Director</i> 01/01/10--12/31/11
KUNZ, MICHÈLE 278 Orono	Kunz Translation Services kunzm@earthlink.net Cell: 612-298-4153	1485 Prairieland Ave Maple Plain 55359 Home: 763-479-1990 kunzm@earthlink.net	No	<i>Board Director</i> 01/01/10-12/31/11
PETERSON, CARTER 284 Wayzata	Fax 952-476-9620 Cell: 612-327-4779	250 Peavey Lane Wayzata 55391 Home: 952-476-1395 cgp@bitstream.net	Yes	<i>Board Director</i> 01/01/10-12/31/11
ROBB, PEYTON 273 Edina	Cell: 612-669-2488	4812 Valley View Road Edina 55424 Home: 952-926-0443 to-from@att.net	Yes	<i>Board Director</i> 01/01/11-12/31/12
RONBECK, LAURA 270 Hopkins	Ironbeck@eminnetonka.com	13801 Kinsel Road Minnetonka, MN 55345 Home: 952-938-4824 laura@thecompany.net	No	<i>Board Director</i> 01/01/11-12/31/12
ROWLEY, NANCY 280 Richfield	Work: 612-374-3125 nrowley@neighborhoodinvolve.org	7520 Blaisdell Avenue South Richfield 55423 Home: 612-861-3102 nrowley@qwestoffice.net	No	<i>Board Director</i> 01/01/10-12/31/11
RYKKEN, PAM 283 St Louis Park		3309 Glenhurst Avenue St. Louis Park 55416 Home: 952-927-8762	Yes	<i>Board Director</i> 01/01/11-12/31/12
THIELSEN, GREG 286 Brooklyn Center	763-235-5300 gregt5306@netscape.net	5306 Morgan Avenue North Brooklyn Center 55430 Home: 763-560-2250	Yes	<i>Board Director</i> 01/01/10-12/31/11
Ex Officio / Superintendent SANDY LEWANDOWSKI	Intermediate District 287 1820 N Xenium Lane Plymouth 55447 763-550-7100 Fax 763-550-7299 sllewandowski@district287.org	12523 Creek Road West Minnetonka 55305 Home: 952-544-9472 Cell: 612-419-7340		
Executive Secretary WAUNEEN MGENI	763-550-7101 Fax 763-550-7299 wbdmgeni@district287.org	3803 Washburn Avenue North Minneapolis 55412 Home: 612-287-9218 Cell: 612-998-0996		

Website: [http:// www.district287.org](http://www.district287.org)

**INTERMEDIATE DISTRICT 287
BOARD MEMBER ROSTER
JANUARY 2011 – DECEMBER 2011**

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:	LAURA RONBACK
MINNETONKA DISTRICT 276:	DONALD DRAAYER
ORONO DISTRICT 278:	MICHÈLE KUNZ
OSSEO DISTRICT 279:	DEAN HENKE
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 12.29.10