

Intermediate District 287

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GENERAL MEETING OF THE BOARD – Regular

Thursday, January 14, 2021

6:30 PM @ Boardroom / Teleconference

1820 Xenium Ln N

Minneapolis, MN 55441-3790

AGENDA

Page #

1. CALL TO ORDER

(Action)

Chair Neville will convene the meeting and preside until the January 2021 - December 2021 Chair has been selected.

The mission of Intermediate District 287 is to be the premier provider of innovative specialized services to ensure that each member district can meet the unique learning needs of its students.

1. Roll Call and Determination of Quorum.....A

4

The January 2021 – December 2021 Board roster is attached as (Attachment 1.3).

2. Seating of the New Board Members

3. Oath of Office (new Board Members).....I

OATH OF OFFICE - INTERMEDIATE DISTRICT 287 BOARD MEMBER JANUARY 2021 - DECEMBER 2021

"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 was mail to you and return in the self-address envelope.*

2. APPROVAL OF GENERAL MEETING AGENDA

(Action)

3. NOMINATING COMMITTEE REPORT

1. Nominating Committee Report.....A

5

Regina Neville, Nominating Committee Chair, will present the recommended slate for board officers. After the election of "2.1", the newly elected board chair will preside over the meeting.

Election of Board Chair.....A

Motion _____ Second _____ Vote _____

Election of Board Vice-Chair.....A

Motion _____ Second _____ Vote _____

Election of Board Clerk.....A

Motion _____ Second _____ Vote _____

Election of Board Treasurer.....A

4. ORGANIZATIONAL BUSINESS

1. Operations

(Please note: All forms, which require your completion, have been posted on BoardBook.)

1. Meeting Schedule for the Year.....**A** 6
 The January 2021 – December 2021 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 _____

2. Recitation of Pledge of Allegiance.....**A** 7
 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 _____

2. Finance

1. Appointment of Assistant Treasurer & Authorization for Payment of Claims.....**A** 8

Motion _____ Second _____ Vote _____

2. Appointment for Money Wire Transfers.....**A** 9

Motion _____ Second _____ Vote _____

3. Appointment of Financial Institutions/Official Depositories.....**A** 10

Motion _____ Second _____ Vote _____

4. Designation of Official Newspapers.....**A** 11

Motion _____ Second _____ Vote _____

5. Designation of Financial Advisory Service Consultant.....**A** 12

Motion _____ Second _____ Vote _____

6. Designation of Appraisal Services Consultant.....**A** 13

Motion _____ Second _____ Vote _____

7. Designation of Independent Auditing Firm.....**A** 14

Motion _____ Second _____ Vote _____

8. Designation of Actuarial Services Consultant.....**A** 15

Motion _____ Second _____ Vote _____

9. Authorization for Superintendent to Sign Contracts.....**R** 16

RESOLUTION AUTHORIZING THE SUPERINTENDENT TO EXECUTE CONTRACTS FOR JANUARY 2021 – DECEMBER 2021 CALENDAR YEAR.

Finding it necessary to delegate signature authority to administrators in order to effectively carry out its duties, the Board of Education for Intermediate District 287 hereby authorizes the Superintendent of Schools, the Executive Director of Business Services, and /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 are required for transactions in amounts greater than the minimum amount for which bids are required.

Motion _____ Second _____ Vote _____

10. Legal Counsel Appointment.....**A** 17

It is recommended that the following persons be designated as District Legal Counsel for January 1, 2021 – December 31, 2021:

Anne C. Becker, General Counsel; and E. Jaynie Leung, an independent contractor providing legal services to the Intermediate; 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 _____

11. Board CompensationA 18

Effective January 2017, the compensation was set at \$333.33/month or \$4,000/year for Board Members and the Board Chair receives 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 0.545 cents per mile effective January 1, 2019.

Motion _____ Second _____ Vote _____

12. Resolution Appointing School District Responsible Authority.....R 19

**RESOLUTION APPOINTING SCHOOL DISTRICT RESPONSIBLE
AUTHORITY FOR JANUARY 2021 - DECEMBER 2021
CALENDAR YEAR**

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Sandra Lewandowski to act as the Identified Official with Authority (IOwA) and Wauneen Denson-Mgeni to act as the IOwA to add and remove names only for Intermediate School District 287 0287-06.

Motion _____ Second _____ Roll Call Vote _____

3. Information 20
1. 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.

5. ADJOURNMENT

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

Motion _____ Second _____ Vote _____

Recommended Action: Board Chair calls meeting adjourned @ _____ PM

Roll Call Vote - All Board Members January 2021 - December 2021

Date: January 14, 2021

Roll Call & Determination of Quorum

Board Member	District	Present	Absent
Dallas, Ruthie	Brooklyn Center		
Seidel, Adam	Eden Prairie		
Neville, Regina	Edina		
Andreson, Shannon	Hopkins		
Kunz, Michèle	Orono		
Mosqueda-Jones, Jackie	Osseo		
Brakke, Crystal	Richfield		
Sant, Sam	Robbinsdale		
Casey, Anne	St. Louis Park		
Cuene, Andrea	Wayzata		
Marty, Heidi	Westonka		
TOTALS	11		

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NOMINATING COMMITTEE 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 for the timeframe of January 2021 through December 2021.

- 2.1 Board Chair
- 2.2 Board Vice-Chair
- 2.3 Board Clerk
- 2.4 Board Treasurer

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

Thank you,

Regina Neville,
Nominating Committee Chair

Intermediate District 287

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Board Calendar (Second & Fourth Thursday of the Month)

Start Time: 6:30 PM

January 2021 – December 2021 **TENTATIVE DATES**	
January 14, 2021	January 28, 2021
February 11, 2021	February 25, 2021
March 11, 2021	March 25, 2021
April 8, 2021	
May 13, 2021	May 27, 2021
June 10, 2021	June 24, 2021
No July Meeting	
August 26, 2021	
September 9, 2021	September 23, 2021
October 14, 2021	October 28, 2021
November 11, 2021	
December 9, 2021	

Intermediate District 287

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INTER-OFFICE MEMORANDUM

To: Board Members

From: Sandy Lewandowski, Superintendent

Date: January 14, 2021

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

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2021

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

RE: *Appointment of Assistant Treasurer & Authorization for Payment of Claims*

RECOMMENDATION:

Appoint *Mae Hawkins* as Assistant Treasurer for January 1, 2021 – December 31, 2021.

Consistent with the above appointment, the School Board annually appoints a business administrator or her designate, who is authorized to sign investment and collateral documents on behalf of the District. Investment transactions and collateral activity will be reported to the Board. Furthermore, the School Board may delegate the authority to administration to pay a claim that cannot be deferred until the next Board meeting. The Board authorizes the Assistant Treasurer, or their designate to pay claims prior to board approval with the understanding that they will be acted upon at the next board meeting.

Reference: MN Statute 123B.14 (1)
MN Statute 123B.02 (18)

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2021

TO: Board Members

FROM: Sandra 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, vendor, payroll tax, and benefit payments. We plan to continue this usage of wire transfers within the framework of our internal controls.

RECOMMENDATION:

Authorize *Mae Hawkins*, Executive Director of Business Services or her designee, to execute wire transfers on behalf of District 287 for the year 2021.

Reference: MN Statute 471.38, Subd 3.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2021

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

RE: *Designation of Financial Institutions/Official Depositories*

RECOMMENDATION:

1. To designate the following list of financial institutions/official depositories for depository/investment purposes for the year 2021.
2. To authorize the chairperson, clerk, and treasurer to sign the “certificate of authority” forms for the following list of financial institutions.
 - a. **Minnesota School District Liquid Asset Fund Plus managed by PFM Asset Management, LLC**
 - b. **U.S. Bank Minneapolis**
 - c. **Wells Fargo Bank Minneapolis**
 - d. **Baker Tilly Municipal Advisors, LLC**
 - e. **Prudent Man Advisors (PMA) Financial Network managed by MNTrust**

Reference: MN Statutes 118.005, 124.05 & 475.66

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2021

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

RE: *Designation of Official Newspaper/Official Notices*

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

Sun Sailor: #41- Wayzata; #43 - St Louis Park, Hopkins; #44 - Eden Prairie

Sun Current: #45 - Edina; #47 - Richfield

Sun Post: #67 - Brooklyn Center; #68 - Robbinsdale

Press: #53 – Osseo

The Laker/Pioneer #61 Westonka, Orono

In addition, when publication in a newspaper is not legally required – the district will use its public web page for posting of public notices and bids.

RECOMMENDATION:

To designate the newspapers listed above as the official newspapers for the year 2021 and the district website as the official posting location for all notices not legally required to be published in a newspaper.

Reference: MN Statutes 331.01, 331.11

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2021

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

RE: *Designation of Financial Advisory Service Consultant*

It is recommended that the following organization be designated as the District Financial Advisory Services Consultants for January 1, 2021 – December 31, 2021:

Baker Tilly Municipal Advisors, LLC, providing independent financial advisory services to the Intermediate as necessary to conduct the business, and protect the legal interests of the District.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2021

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

RE: *Designation of Appraisal Services Consultant*

It is recommended that the following persons be designated as the District Appraisal Services Consultants for January 1, 2021 – December 31, 2021:

David Reach, MAI providing independent appraisal services to the Intermediate as necessary to conduct the business, and protect the legal interests of the District.

In the event David Reach is unavailable, the appointed alternate would be Paul G. Bakken, MS, MAI, CCIM.

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2021

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

RE: *Designation of Independent Auditing Firm*

It is recommended that the following organization be designated as the District Independent Auditors for January 1, 2021 – December 31, 2021:

Malloy, Montague, Karnowski, Radosevich & Co, PA (MMKR), certified public accountants, providing independent audit services to the Intermediate as necessary to conduct the business, and protect the legal interests of the District.

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INTER-OFFICE MEMORANDUM

DATE: January 9, 2021

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

RE: *Designation of Actuarial Services Consultant*

It is recommended that the following organization be designated as the District Actuarial Services Consultant for January 1, 2021 – December 31, 2021:

Van Iwaarden Associates, providing actuarial services to the Intermediate as necessary to conduct the business, and protect the legal interests of the District.

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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, the Executive Director of Business Services, and/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.”

A resolution motion was made by _____, seconded by _____. The following voted in favor of the motion:

And the following voted against the motion:

Whereupon the Resolution was declared duly passed and adopted.

Clerk's Signature

Board Chair Signature

Date

Date

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 14, 2021

TO: Board Members

FROM: Sandy Lewandowski, Superintendent

RE: Appointment of Legal Counsel

RECOMMENDATION:

It is recommended that the following person be designated as District Legal Counsel for January 1, 2021 – December 31, 2021:

Anne C. Becker, General Counsel and E. Jaynie Leung, independent contractor providing legal services to the Intermediate; and other legal counsel selected by the Superintendent as necessary to conduct the business, and protect the legal interests, of the District.

**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>At the January 26, 2017 Organizational Meeting of the Board, Board Chair Henke recommended a Board compensation increase of a \$1,000.00. <i>Motion by Dean Henke, seconded by Sherry Tyrrell, to approve the Board compensation as presented. All in favor. One no vote. Motion carried.</i></p> <p>The Board approved that Board member’s compensation be \$333.33/month or \$4,000/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>
Board Compensation (<i>revised</i> January 26, 2017)	<p>Excerpt from January 26, 2017 General Board Meeting Minutes:</p> <p>Motion by Dean Henke, seconded by Sherry Tyrrell, recommending the approval of the Board Compensation increase from \$3,300.00 to \$4,000.00. One no vote against. Motion carried.</p>	<p>With the new compensation 11 members receive \$4,000 per year and the Chair receives an additional \$1000, the cost would be \$45,000.</p>

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INTER-OFFICE MEMORANDUM

January 14, 2021

This item is the RESOLUTION APPOINTING SCHOOL DISTRICT RESPONSIBLE AUTHORITY. The effective ending date of this resolution will now be December 31, 2021.

The original resolution reads as follows:

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user's access to MDE secure systems for their local education agency (LEA). The Director recommends the Board authorize Sandra Lewandowski to act as the Identified Official with Authority (IOwA) and Wauneen Denson-Mgeni to act as the IOwA to add and remove names only for Intermediate School District 287 0287-06.

A resolution motion was made by _____, seconded by _____. The following voted in favor of the motion:

And the following voted against the motion:

Whereupon the Resolution was declared duly passed and adopted.

Clerk's Signature

Board Chair Signature

Date

Date

**INTERMEDIATE DISTRICT 287
BOARD MEMBER ROSTER
JANUARY 2021 – DECEMBER 2021**

BROOKLYN CENTER DISTRICT 286:

RUTHIE DALLAS

EDEN PRAIRIE DISTRICT 272:

ADAM SEIDEL

EDINA DISTRICT 273:

REGINA NEVILLE

HOPKINS DISTRICT 270:

SHANNON ANDRESON

ORONO DISTRICT 278:

MICHÈLE KUNZ

OSSEO DISTRICT 279:

JACKIE MOSQUEDA-JONES

RICHFIELD DISTRICT 280:

CRYSTAL BRAKKE

ROBBINSDALE DISTRICT 281:

SAMIR SANT

ST. LOUIS PARK DISTRICT 283:

ANNE CASEY

WAYZATA DISTRICT 284:

ANDREA CUENE

WESTONKA DISTRICT 277:

HEIDI MARTY

* * * * *

Updated 01.12.2021