

Annual Organizational Meeting of the
Board
Thursday, January 13, 2022 6:30 PM

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

Agenda

1. **CALL TO ORDER** *(Action)*
 1. Roll Call and Determination of Quorum.....**A**
2. **NOMINATING COMMITTEE REPORT**
 1. Nominating Committee Report.....**A**
 2. Seating of the New Board Members.....**I**
 3. Oath of Office (new Board Members).....**I**
2. **APPROVAL OF ORGANIZATIONAL MEETING AGENDA** *(Action)*
3. **ORGANIZATIONAL BUSINESS**
 1. Operations
 1. Meeting Schedule for the Year.....**A**
 2. Recitation of Pledge of Allegiance.....**A**
 2. Finance
 1. Appointment of Assistant Treasurer & Authorization for Payment of Claims.....**A**
 2. Appointment for Money Wire Transfers.....**A**
 3. Appointment of Financial Institutions/Official Depositories.....**A**
 4. Designation of Official Newspapers.....**A**
 5. Designation of Financial Advisory Service Consultant.....**A**
 6. Designation of Appraisal Services Consultant.....**A**
 7. Designation of Independent Auditing Firm.....**A**
 8. Designation of Actuarial Services Consultant.....**A**
 9. Authorization for Superintendent to Sign Contracts.....**R**
 10. Legal Counsel Appointment.....**A**
 11. Board Compensation**A**
 12. Resolution Appointing School District Responsible Authority.....**R**
 13. Electronic Signatures.....**R**
 3. Information
 1. Board Member Contact Information.....**I**
4. **ADJOURNMENT**

Roll Call Vote - All Board Members
January 2022 - December 2022

Date: January 13, 2022

Roll Call & Determination of Quorum

Board Member	District	Present	Absent
Dallas, Ruthie	Brooklyn Center		
Pagan-Umar, Francesca	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		
Johansen, Sarah	Wayzata		
Marty, Heidi	Westonka		
TOTALS	11		

Intermediate District 287

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INTER-OFFICE MEMORANDUM

Date: January 13, 2022

To: Nominating Committee

From: Regina Neville, Nominating Committee

RE: Nominating Committee's Report – Recommendation of Officers

The Nominating Committee (Regina Neville) recommends the following slate of officers for the timeframe of January 2022 through December 2022.

2.1 Board Chair: _____

2.2 Board Vice-Chair: _____

2.3 Board Clerk: _____

2.4 Board Treasurer: _____

Thank you!

Intermediate District 287

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BOARD MEMBER OATH OF OFFICE January 2022 – December 2022

**"I, (SAY 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."**

Board Member _____
(Signature)

Date January 13, 2022

Oath of Office administered by
, Board Chair

(Signature)

Acknowledgement:

State of Minnesota, County of Hennepin

On this 13 day of January, 2022, appeared before me

Wauneen Denson-Mgeni
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, 2023

Intermediate District 287

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ANNUAL ORGANIZATIONAL MEETING OF THE BOARD

THURSDAY, January 13, 2022

6:30 PM – Boardroom – District Service Center

AGENDA

(15 Minutes)

1. CALL TO ORDER

(Action)

Chair Neville will convene the meeting and preside until the January 2022 – December 2022
Chair has been selected.

1.1 Roll Call and Determination of Quorum.....A
The January 2022 – December 2022 Board roster is attached as (Attachment 1.2).

1.2 NOMINATING COMMITTEE REPORT

Regina Neville, Nominating Committee Chair, will present the recommended slate for
board officers is attached as (Attachment 1.2.1). After the election the newly elected
board chair will preside over the meeting.

1.2a Election of Board ChairA
Motion _____ *Second* _____ *Vote* _____

1.2b Election of Board Vice-Chair.....A
Motion _____ *Second* _____ *Vote* _____

1.2c Election of Board Clerk.....A
Motion _____ *Second* _____ *Vote* _____

1.2d Election of Board Treasurer.....A
Motion _____ *Second* _____ *Vote* _____

1.2e Seating of the New Board Members.....I

1.2f Oath of Office (new Board Members).....I

OATH OF OFFICE – INTERMEDIATE DISTRICT 287 BOARD MEMBER JANUARY 2022 – DECEMBER 2022

*“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 the form in the folder for Wauneen to process.***

2. APPROVAL OF ORGANIZATIONAL MEETING AGENDA

(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 are placed in your folder for your convenience.)

3.1a Meeting Schedule for the Year.....A

The January 2022 – December 2022 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 AllegianceA

The 287 Board approved a motion on June 19, 2003, to waive the recitation of the Pledge of Allegiance. Please see (Attachment 3.1b & 3.1c) 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 & Authorization for Payment of Claims
(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/Official Depositories (Attachment 3.2c).....A

Motion _____ Second _____ Vote _____

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

Motion _____ Second _____ Vote _____

3.2e Designation of Financial Advisory Service Consultant (Attachment 3.2e).....A

Motion _____ Second _____ Vote _____

3.2f Designation of Appraisal Services Consultant (Attachment 3.2f).....A

Motion _____ Second _____ Vote _____

3.2g Designation of Independent Auditing Firm (Attachment 3.2g).....A

Motion _____ Second _____ Vote _____

3.2h Designation of Actuarial Services Consultant (Attachment 3.2h).....A

Motion _____ Second _____ Vote _____

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

**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 _____ Roll Call Vote _____

3.2j Legal Counsel Appointment.....**A**

It is recommended that the following persons be designated as District Legal Counsel for January 1, 2022 – December 31, 2022:

Anne C. Becker, General Counsel 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 _____

3.2k Board Compensation.....**A**

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 0.58 cents per mile effective January 1, 2022.

Motion _____ Second _____ Vote _____

3.2l Appointing School District Responsible Authority.....**R**

**RESOLUTION APPOINTING SCHOOL DISTRICT RESPONSIBLE
AUTHORITY FOR JANUARY 2022 – DECEMBER 2022 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 (through June 30, 2022) and Marcy Doud (starting July 1, 2022) 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 _____

3.2m Electronic Signatures.....**R**

Minnesota Statutes Section 325L.07 LEGAL RECOGNITION OF ELECTRONIC RECORDS, ELECTRONIC SIGNATURES, AND ELECTRONIC CONTRACTS. Provides that “(a) A record or signature may not be denied legal effect or enforceability solely because it is in electronic form” and “(d) If a law requires a signature, an electronic signature satisfies the law.”

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

1. Pursuant to Minn. Stat. Sec. 325L.07, Subds. (a) and (d), electronic signatures have the same force and effect as a signature in non-electronic form; AND

1. Electronic signatures satisfy legal requirements for a signature.

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.

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

Intermediate District 287

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Board Calendar (Second & Fourth Thursday of the Month)

Start Time: 6:30 PM

January 2022 – December 2022	
January 13, 2022	January 27, 2022
February 10, 2022	February 24, 2022
March 10, 2022	March 24, 2022
April 14, 2021	
May 12, 2022	May 26, 2022
June 9, 2022	June 23, 2022
No July Meeting	
August 25, 2022	
September 8, 2022	September 22, 2022
October 13, 2022	October 27, 2022
November 10, 2022	
December 8, 2022	

Intermediate District 287

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INTER-OFFICE MEMORANDUM

To: Board Members

From: Sandy Lewandowski, Superintendent

Date: January 13, 2022

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 13, 2022

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

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

RECOMMENDATION:

Appoint *Mae Hawkins, Executive Director of Business Services*, as Assistant Treasurer for January 1, 2022 – December 31, 2022.

Consistent with the above appointment, the School Board annually appoints a business administrator or her designee, 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 designee 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 13, 2022
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 2022.

Reference: MN Statute 471.38, Subd 3.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 13, 2022

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 2022.
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

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 13, 2022

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

Lake 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 2022 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

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 13, 2022

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, 2022 – December 31, 2022:

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 13, 2022

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, 2022 – December 31, 2022:

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.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 13, 2022

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, 2022 – December 31, 2022:

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.

Intermediate District 287

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INTER-OFFICE MEMORANDUM

DATE: January 13, 2022

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, 2022 – December 31, 2022:

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

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

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 are 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 13, 2022

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, 2022 – December 31, 2022:

Anne C. Becker, General Counsel 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 \$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>

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

INTER-OFFICE MEMORANDUM

January 13, 2022

This item is the RESOLUTION APPOINTING SCHOOL DISTRICT RESPONSIBLE AUTHORITY. The effective ending date of this resolution will now be December 31, 2022.

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 (through June 30, 2022) and Marcy Doud (starting July 1, 2022) 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

January 13, 2022

Date

January 13, 2022

Date

Intermediate District 287

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RESOLUTION PERTAINING TO ELECTRONIC SIGNATURES

Minnesota Statutes Section **325L.07 LEGAL RECOGNITION OF ELECTRONIC RECORDS, ELECTRONIC SIGNATURES, AND ELECTRONIC CONTRACTS.** Provides that “(a) A record or signature may not be denied legal effect or enforceability solely because it is in electronic form” and “(d) If a law requires a signature, an electronic signature satisfies the law.”

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

1. Pursuant to Minn. Stat. Sec. 325L.07, Subds. (a) and (d), electronic signatures have the same force and effect as a signature in non-electronic form; AND
2. Electronic signatures satisfy legal requirements for a signature.

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