

Intermediate District 287

Responsive. Innovative. Solutions.



Intermediate District 287

Special Meeting

Thursday, January 8, 2015 6:30 PM

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS

ORGANIZATIONAL MEETING OF THE BOARD

Thursday, January 8, 2015

6:30 PM @ District Service Center Board Room

AGENDA

	<u>Page #</u>
1. NOTICE OF ORGANIZATIONAL MEETING OF THE BOARD	3
2. CALL TO ORDER	6
3. NOMINATING COMMITTEE REPORT	8
4. ORGANIZATIONAL BUSINESS	
4. 1. Operations	9
4. 2. Finance	12
4. 3. Information	19
5. ADJOURNMENT	

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

ANNUAL ORGANIZATIONAL MEETING OF THE BOARD
THURSDAY, January 8, 2015
6:30 PM – Board Room – District Service Center

AGENDA (15 Minutes)

1. CALL TO ORDER (Action)

Chair Bremer will convene the meeting and preside until the January 2015 – December 2015
Chair has been selected.

1.1 Oath of Office – All board members shall take the oath of office.

**OATH OF OFFICE – INTERMEDIATE DISTRICT 287
BOARD MEMBER
JANUARY 2015 – DECEMBER 2015**

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

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

1.2 Roll Call and Determination of Quorum.....A
The January 2015 – December 2015 Board roster is attached as (Attachment 1.3).

2. NOMINATING COMMITTEE REPORT

Carol Bomben, 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 2015 – December 2015 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 & 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.....**A** (Attachment 3.02c)

Motion _____ Second _____ Vote _____

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

Motion _____ Second _____ Vote _____

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

RESOLUTION AUTHORIZING THE SUPERINTENDENT TO EXECUTE CONTRACTS FOR JANUARY 2015 – DECEMBER 2015 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 is required for transactions in amounts greater than the minimum amount for which bids are required.

Motion _____ Second _____ Roll Call Vote _____

3.2f Legal Counsel Appointment.....A

It is recommended that the following person be designated as District Legal Counsel for January 1, 2015 – December 31, 2015:

Anne C. Becker, General Counsel & Executive Director of Labor Relations; 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.

Motion _____ Second _____ Vote _____

3.2g 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 57.5 cents per mile effective January 1, 2015.

Motion _____ Second _____ Vote _____

3.2h 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 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

RESPONSIVE. INNOVATIVE. SOLUTIONS.

BOARD MEMBER OATH OF OFFICE January 2015 – December 2015

**"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 January 8, 2015
(Signature)

Oath of Office administered by
Sandy Lewandowski, Superintendent

Acknowledgement:

State of Minnesota, County of Hennepin

On this 8 day of January, 2015, 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 _____
Waaneen Denson-Mgeni of Hennepin County Minnesota
Commission expires January 31, 2018

Roll Call Vote - All Board Members January 2015 - December 2015

Date: January 8, 2015

Roll Call & Determination of Quorum

Board Member	District	Present	Absent
Bomben, Carol	Eden Prairie		
Bremer, Ann	Westonka		
Henke, Dean	Osseo		
Kunz, Michèle	Orono		
Peterson, Carter	Wayzata		
Filla, Karen	Minnetonka		
Neville, Regina	Edina		
Ronback, Laura	Hopkins		
Rowley, Nancy	Richfield		
Gores, Nancy	St. Louis Park		
Palm, Jeffrey	Brooklyn Center		
Tyrrell, Sherry	Robbinsdale		
TOTALS			

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

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 2015 through December 2015.

- | | | |
|-----|------------------|--------------|
| 2.1 | Board Chair | Ann Bremer |
| 2.2 | Board Vice-Chair | Carol Bomben |
| 2.3 | Board Clerk | Nancy Rowley |
| 2.4 | Board Treasurer | Michèle Kunz |

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

Note: Sherry Tyrrell was nominated for any officer position outside of the Board Chair; she has declined because of other work commitments, but is honored to have been nominated.

Thank you,

Karen Filla

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

Board Calendar (Second & Fourth Thursday of the Month)

January 2015 – December 2015 **TENTATIVE DATES**	
<i>(MSBA Leadership Conference January 15-16, 2015)</i>	
January 8, 2015	January 22, 2015
February 12, 2015	February 26, 2015
March 12, 2015	March 26, 2015
April 9, 2015	
May 14, 2015	May 28, 2015
June 11, 2015	June 25, 2015
No July Meeting	
August 27, 2015	
September 10, 2015	September 24, 2015
October 8, 2015	October 22, 2015
November 12, 2015	
December 10, 2015	

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

To: Board Members

From: Sandy Lewandowski, Superintendent

Date: January 8, 2015

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

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.

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

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

DATE: January 8, 2015

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, 2015 – December 31, 2015.

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

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

DATE: January 8, 2015
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, 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*, or her designee, to execute wire transfers on behalf of District 287 for the year 2015.

Reference: MN Statute 471.38, Subd 3.

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

DATE: January 8, 2015

TO: Board Members

FROM: Sandra Lewandowski, Superintendent

RE: *Designation of Financial Institutions*

RECOMMENDATION:

1. To designate the following list of financial institutions for depository/investment purposes for the year 2015.
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**
 - f. **Prudent Man Advisors (PMA) Financial Network**

Reference: MN Statutes 118.005, 124.05 & 475.66

Intermediate District 287

Responsive. Innovative. Solutions

INTER-OFFICE MEMORANDUM

DATE: January 8, 2015
TO: Board Members
FROM: Sandra 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 2015.

Reference: MN Statutes 331.01, 331.11

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 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 8, 2014

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, 2015 – December 31, 2015:

Anne C. Becker, General Counsel & Executive Director of Labor Relations; 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.

Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

January 8, 2015

This item is the RESOLUTION APPOINTING SCHOOL DISTRICT RESPONSIBLE AUTHORITY. The effective ending date of this resolution will now be December 31, 2015.

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 2015 - December 2015

BOARD MEMBER	Business Phone/Fax/Email	Home Phone/Fax/Email	On Local Board	Board Position 287 Term
BOMBEN, CAROL 272 Eden Prairie	Work: 952-941-8400 Cell: 952-240-7530 clbomben@gmail.com	9260 Talus Circle Eden Prairie, MN 55347 Home: 952-942-6356 cbomben@district287.org	No	<i>Board Vice-Chair</i> 01/01/14-12/31/15
BREMER, ANN 277 Westonka	Work: 763-405-1135 Cell: 612-710-3470 ann.bremer@target.com ann.bremer@mchsi.com	6880 Pinnacle Way Minnetrista 55364 Home: 952-472-9062 ajbremer@District287.org	Yes	<i>Board Chair</i> 01/01/15-12/31/16
HENKE, DEAN 279 Osseo	Work: 651-855-2026 Cell: 612-805-7431 Fax: 763-391-7071 henked@district279.org	8424 Underwood Lane North Maple Grove 55369 Home: 763-420-8220 DGHenke@District287.org	Yes	<i>Board Director</i> 01/01/15-12/31/16
KUNZ, MICHÈLE 278 Orono	Kunz Translation Services Cell: 612-298-4153 kunzm@earthlink.net	1485 Prairieland Ave Maple Plain 55359 Home: 763-479-1990 MSKunz@District287.org	No	<i>Board Treasurer</i> 01/01/14-12/31/15
PETERSON, CARTER 284 Wayzata	Cell: 612-327-4779 cgp@bitstream.net	250 Peavey Lane Wayzata 55391 Home: 952-476-1395 cgpeterston@District287.org	Yes	<i>Board Director</i> 01/01/14-12/31/15
FILLA, KAREN 276 Minnetonka	Cell: 952-412-0185 Karen.filla@gmail.com	3317 Breconwood Circle Wayzata 55391 Home: 952-476-7965 kafilla2@district287.org		<i>Board Director</i> 01/01/14-12/31/15
NEVILLE, REGINA 273 Edina	Cell: 612-270-8972 reginaneville@comcast.net regineville@edina.k12.mn.us	6113 Arctic Way Edina 55436 Home: 952-351-4164 reginajneville@district287.org	Yes	<i>Board Director</i> 01/01/15-12/31/16
RONBECK, LAURA 270 Hopkins	ronbeck_laura@hotmail.com	13801 Kinsel Road Minnetonka, MN 55345 Home: 952-938-4824 LLRonbeck@District287.org	No	<i>Board Director</i> 01/01/15-12/31/16
ROWLEY, NANCY 280 Richfield	Work: 612-374-3125 nrowley@neighborhoodinvolve.org nrowley@qwestoffice.net	7520 Blaisdell Avenue South Richfield 55423 Home: 612-861-3102 NLRowley@District287.org	No	<i>Board Clerk</i> 01/01/14-12/31/15
GOES, NANCY 283 St Louis Park	The Cincinnati Insurance Company Legal-Litigation Department Work: 763-757-2513 Fax: 763-754-0065 nancy_gores@staffdefense.com nlgores@comcast.net	3929 Kipling Avenue South St. Louis Park, MN 55416 Home: 952-927-5235 Cell: 952-451-5898 NLGores@district287.org	Yes	<i>Board Director</i> 01/01/15-12/31/16
PALM, JEFFREY 286 Brooklyn Center	Cell: 763-227-9045 jpalm@brookcctr.k12.mn.us jeffpalm65@comcast.net	701 Bellvue Lane Brooklyn Center 55430 Work: 651-789-9018	Yes	<i>Board Director</i> 01/01/14-12/31/15
TYRRELL, SHERRY 281 Robbinsdale	Cell: Sherry_Tyrrell@rdale.org	3344 Wisconsin Avenue North Crystal 55427 Home: 763-546-8449 sltyrrell@District287.org	Yes	<i>Board Director</i> 01/01/14-12/31/15
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		

**INTERMEDIATE DISTRICT 287
BOARD MEMBER ROSTER
JANUARY 2015 – DECEMBER 2015**

BROOKLYN CENTER DISTRICT 286:	JEFFREY PALM
EDEN PRAIRIE DISTRICT 272:	CAROL BOMBEN
EDINA DISTRICT 273:	REGINA NEVILLE
HOPKINS DISTRICT 270:	LAURA RONBACK
MINNETONKA DISTRICT 276:	KAREN FILLA
ORONO DISTRICT 278:	MICHÈLE KUNZ
OSSEO DISTRICT 279:	DEAN HENKE
RICHFIELD DISTRICT 280:	NANCY ROWLEY
ROBBINSDALE DISTRICT 281:	SHERRY TYRRELL
ST. LOUIS PARK DISTRICT 283:	NANCY GORES
WAYZATA DISTRICT 284:	CARTER PETERSON
WESTONKA DISTRICT 277:	ANN BREMER

* * * * *

Updated 12.30.14