

Minutes of the School Board Organizational Meeting

Of the School Board of Independent School District No. 709 held at the Historic Old Central High School, 215 North First Avenue East, Duluth, Minnesota 55802, on

Tuesday, January 4, 2011 at 6:30 p.m.

Members Present:

Mary Cameron
Gary Glass
Tim Grover
Art Johnston
Tom Kasper
Judy Seliga Punyko
Ann Wasson

Others Present:

Keith Dixon, Superintendent
Bill Hanson, Deputy Clerk
Melinda Thibault, Secretary

Chair Grover called the organizational meeting of the school board to order at 6:30 P.M.

1. Call to Order by Member Grover as Temporary Chairperson
2. Roll Call
3. Election of Chairperson
4. Election of Vice-Chairperson
5. Election of Treasurer
6. Election of Clerk
7. Appointment of Deputy Clerk
8. Appointment of Board Secretary
9. Resolution B-1-11-2844 - Designation of Depositories and Acceptance of Collateral
10. Resolution B-1-11-2845 - Financial Institution and Petty Cash Account Authorizations
11. Resolution B-1-11-2846 - Designation of Authority to Perform Electronic Fund Transfers
12. Resolution B-1-11-2847 - Adoption of Policies, Rules, Regulations and By-Laws of Independent School District #709
13. Resolution B-1-11-2848 - Authorization for the Superintendent of Schools to Sign All Grants
14. Resolution B-1-11-2849 - Authorization for the Superintendent of Schools and Director of Business Services to Sign Contracts
15. Resolution B-1-11-2850 - Student Activity Credit Cards
16. Resolution B-1-11-2851 - Air Travel Credit Card
17. Resolution B-1-11-2852 - Individual Procurement Cards
18. Adjournment

M-Johnston, S-Glass, to add the oath of office after number six to the agenda. Upon a vote the same failed 3-4 as follows:

Yea: Glass, Johnston, Kasper

Nay: Cameron, Grover, Seliga Punyko, Wasson

3. Election of Chairperson

Member Grover opened the nominations for the office of chairperson.

Member Wasson nominated Member Seliga Punyko for the office of chairperson.

Member Glass nominated Member Kasper for the office of chairperson.

Member Grover closed the nominations for the office of chairperson.

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Upon a vote member Seliga Punyko was elected board chair as follows:

Seliga Punyko – Cameron, Grover, Seliga Punyko, Wasson

Kasper – Glass, Johnston, Kasper

4. Election of Vice-Chairperson

Chair Seliga Punyko opened the nominations for the office of vice-chairperson.

Member Grover nominated Member Wasson for the office of vice-chairperson.

Chair Seliga Punyko closed the nominations for the office of vice-chairperson.

Chair Seliga Punyko announced that Member Wasson is the vice-chairperson by acclamation.

5. Election of Treasurer

Chair Seliga Punyko opened the nominations for the office of treasurer.

Member Grover nominated Member Cameron for the office of treasurer.

Chair Seliga Punyko closed the nominations for the office of treasurer.

Chair Seliga Punyko announced that Member Cameron is the treasurer by acclamation.

6. Election of Clerk

Chair Seliga Punyko opened the nominations for the office of clerk.

Member Cameron nominated Member Grover for the office of clerk.

Member Glass nominated Member Kasper for the office of clerk.

Chair Seliga Punyko closed the nominations for the office of clerk.

Upon a vote Member Grover was elected clerk as follows:

Grover – Cameron, Grover, Seliga Punyko, Wasson

Kasper – Glass, Johnston, Kasper

7. Appointment of Deputy Clerk

Chair Seliga Punyko appointed Bill Hanson as deputy clerk.

8. Appointment of Board Secretary

Chair Seliga Punyko appointed Melinda Thibault as school board secretary.

9. Resolution B-1-11-2844 – Designation of Depositories and Acceptance of Collateral

Member Grover presented the resolution as follows:

RESOLUTION

Designation of Depositories and Acceptance of Collateral

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota, that Duluth Teachers Credit Union, US Bank, North Shore Bank of Commerce, Wells Fargo Bank, Park State Bank, M & I Bank, Associated Bank, and Western Bank shall be depositories of the funds of this School District for up to a one year period commencing January 1, 2011,

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and said banks shall be required to deposit with said district collateral securities, subject to approval by the School Board, and kept in trust;

RESOLVED, That the collateral securities pledged by Duluth Teachers Credit Union and placed in trust at Members United Corporate Federal Credit Union, St. Paul, Minnesota; North Shore Bank of Commerce and placed in trust at U S Bank N. A.; U S Bank and placed in trust at Federal Reserve Bank of Boston; Marshall & Ilsley Bank and placed in trust at Federal Reserve Bank of Boston; Key Bank and placed in trust at Federal Reserve Bank of Boston; all as provided by law and evidence by trust agreements executed by the Treasurer of the School Board, an officer of the depository bank, and acknowledged by an officer of the bank holding the securities in trust, shall be approved.

DULUTH TEACHERS CREDIT UNION –

\$250,000.00 FHOR, Cusip xxxxxxTS6, due 1/14/2014

\$250,000.00 FHLB, Cusip xxxxxxXW7, due 11/27/2013

\$500,000.00 FMNT, Cusip xxxxxxGP1, due 2/12/2012

NORTH SHORE BANK OF COMMERCE –

\$400,000.00 FFCB, Cusip xxxxxxNQ8, due 4/24/2012

MARSHALL & ILSLEY (M & I BANK) –

\$750,000.00 FNRM, Cusip xxxxxxAP34, due 2/25/2021

\$20,000,000.00 FGRA, Cusip xxxxxxUZF8, due 6/15/2031

U S BANK –

\$21,135,000.00 FHLMC, Cusip xxxxxxHUY7, due 12/1/2022

\$14,295,000.00 FNMA, Cusip xxxxxxDJR2, due 9/1/2034

\$10,383,000.00 FNMA, Cusip xxxxxxLBU5, due 9/1/2018

\$2,760,000.00 FHLMC, Cusip xxxxxxRME1, due 11/1/2036

\$700,000.00 FHLMC, Cusip xxxxxxRMB7, due 3/1/2036

\$2,435,000.00 FNMA, Cusip xxxxxxZJ7, due 1/1/2019

\$2,930,000.00 FNMA, Cusip xxxxxx5R9, due 5/1/2034

KEYBANK –

\$78,068,500.00 FHLMC, Cusip xxxxxx6R0, due 6/15/2039

WELLS FARGO BANK –

Authorized up to maximum of \$250,000 on deposit at any one time

PARK STATE BANK –

Authorized up to maximum of \$250,000 on deposit at any one time

WESTERN BANK –

Authorized up to maximum of \$250,000 on deposit at any one time

RESOLVED, That the Treasurer, Clerk, and/or Director of Business Services shall be authorized to arrange for the exchange, release, or placing of additional collateral, provided that in all instances such exchange, releases, or placing of additional collateral shall be approved by the school board and all new collateral shall be placed in trust with the respective aforementioned institutions.

B-1-11-2844

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M-Grover, S-Wasson Punyko, to approve Resolution B-1-11-2844, Designation of Depositories and Acceptance of Collateral. Upon a vote taken on the resolution, the same was approved – unanimously.

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10. Resolution B-1-11-2845 - Financial Institution Accounts and Petty Cash Authorizations

Member Glass presented the resolution as follows:

RESOLUTION**Financial Institution Accounts and Petty Cash Authorizations**

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota that the following petty cash accounts be authorized for calendar year 2011. Any additional petty cash account not listed shall be subject to approval by the board.

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota that the following accounts and signers at board designated financial institutions be authorized for calendar year 2011. Any account not on the listing, with the exception of certificates of deposit and money market accounts, shall be subject to approval by the board. All transactions require the signature of at least two authorized account signers.

B-1-11-2845

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Authorized Account Signers**1/1/2011**

Site	Institution	Account	Account Type	Authorized signers
ALC (GED)	DTCU	55119	Checking	Beth Tamminen
			Savings	Michael E Conboy
Central	DTCU	55102	Checking	Jody LeBlanc
			Savings	Terry Dzuck
	Western Natl Bank	110954	Savings	Lisa Mitchell-Krocak
			Savings	Vance Hopkins
Community Ed	DTCU	55109	Checking	Carolyn Graves
			Savings	Jody LeBlanc
Congdon	Northshore	1134030	Checking	Terry Dzuck
			Savings	Linda Blair
			Checking	Jay Roesler
			Savings	Deborah Rickard
East	Northshore	6001069	Savings	Nancy Campbell
	Northshore	1148022	Checking	Tom Threinen
	DTCU	20576	Savings	Jody LeBlanc
Headstart (Student)	DTCU	55120	Checking	Terry Dzuck
			Savings	Laurie Knapp
			Checking	Jane Gephart
			Savings	Nathan Glockle
Homecroft	DTCU	55122	Checking	Jody LeBlanc
			Savings	Terry Dzuck
			Checking	Gayle Hunger
			Savings	Pam Rees
Homecroft	DTCU	55122	Checking	Deborah Youngblom
			Savings	Jody LeBlanc
			Checking	Terry Dzuck
Homecroft	DTCU	55122	Savings	Susan Lehna
			Checking	Sherry Holten

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				Jody LeBlanc
				Terry Dzuck
ISD709	US Bank	152100007664	Checking	Chairperson
		152100009124	Checking	Vice Chairperson
		104790370258	Checking	Clerk of the Board
		104790370266	Checking	
	Associated Bank	2283150346	Depository	
		2283150338	Checking	
		2283150320	Checking	
			Money	
	MN Liquid Asset Fund	600513	Market	William Hanson
			Money	
	MN Trust	30128	Market	Jody LeBlanc
				Peggy Blalock
				Roberta Evanson
				Diana Conway
	Piper Jaffray	411-02585-IMT	Investments	William Hanson/
	MBS	312-01453-17	Investments	Jody LeBlanc
	US Bank	15001076	Investments	
	DTCU	55123	Savings	
	M & I Bank	34226467	Investments	
	Key Bank		Investments	
	Wells Fargo		Investments	
	Merrill Lynch		Investments	
Lakewood	Northshore	1498757	Checking	Kris Teberg
				Phyllis Makila
				Vivian Medlin
				Jody LeBlanc
				Terry Dzuck
Laura MacArthur	Western Natl Bank	3520152	Checking	Nancy Elmore
				Deb Sauter
				Jody LeBlanc
				Terry Dzuck
Lester Park	DTCU	55117	Checking	Barb Soufflet
				Bonnie Wolden
			Savings	Jody LeBlanc
				Terry Dzuck
Lincoln	US Bank	140245195411	Checking	Cher Obst
				Diana Stratioti
				Jody LeBlanc
				Terry Dzuck
Lowell	DTCU	55114	Checking	Lynn Litzinger
			Savings	Jerry Maki
				Jody LeBlanc
				Terry Dzuck
Merritt Creek Academy	DTCU	13310	Checking	Gregg Maus
			Savings	Patricia Paquette
				Jody LeBlanc
				Terry Dzuck
Morgan Park	Park State Bank	7034770	Checking	Yvonne Eider
		2040525	Savings	Denise Clairmont
		700399	Savings	Larry Udesen
		7996705	Savings	Jody LeBlanc
				Terry Dzuck

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Nettleton	DTCU	55103	Checking Savings	Stephanie Heilig Diane Harstad Kathi Marshall Jody LeBlanc Terry Dzuck
Public School St	DTCU	55116	Checking Savings	Mark Krysiak Ed Crawford Jody LeBlanc Terry Dzuck
Rockridge	DTCU	55118	Checking Savings	Jan Gornik Bonnie Wolden Jody LeBlanc Terry Dzuck
STC	DTCU	55107	Checking Savings	Jim Arndt Jill Bastyr Jody LeBlanc Terry Dzuck
Stowe	DTCU	55110	Checking Savings	Terry Cottingham Rosemary Donald Brian Gunderson Jody LeBlanc Terry Dzuck
Unity (ALC)	DTCU	55104	Checking Savings	Brenda Vandell William Crandall Jody LeBlanc Terry Dzuck
Woodland	DTCU	55101	Checking Savings	Gina Kleive Margaret Weber Charles Leibfried
		3725	Savings	Jody LeBlanc Terry Dzuck
Woodland Hills	DTCU	55121	Checking Savings	Gregg Maus Patricia Paquette Judy Gilbertson Jody LeBlanc Terry Dzuck Barbara Paquette

Petty Cash/Change Funds

Year Beginning 1/01/11

Account Number	Site	Type	Vendor Number	Amount	Responsible person
Fund 1					
310203	Clerks	Petty Cash	12694	200.00	Melinda Thibault
310205	Finance	Change fund		20.00	Diana Conway
310207	Bridge Program	Petty Cash		300.00	Peg Zahorik
310282	STC	Change fund		100.00	Jill Bastyr
310295	Chester Creek	Petty Cash	88883	100.00	William Crandall
310296	Woodland Hills	Petty Cash	2676	100.00	William Crandall
310297	Merritt Creek	Petty Cash		100.00	William Crandall
	Total General			920.00	
Fund 2					
310200	Food service	Change fund		1,105.00	Pam Bowe
Fund 4					

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310200	Community Services	Petty Cash	13260	1,000.00	Linda Blair
310202	ALC/ABE	Petty Cash	71954	100.00	Beth Tamminen
	Total Special Revenue			2,205.00	
				1,800.00	
				4,925.00	

Funds 71 & 79

Total PC

M-Glass, S-Wasson, to approve Resolution B-1-11-2845, Financial Institution Account and Petty Cash Authorizations. Upon a vote taken, the same was approved – unanimously.

11. Resolution B-1-11-2846 - Designation of Authority to Perform Electronic Fund Transfers

Member Wasson presented the resolution as follows:

RESOLUTION

Designation of Authority to Perform Electronic Fund Transfers

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota that ~~Bill Hanson~~, the Director of Business Services, has the authority to designate a district employee/employees to initiate electronic fund transfers.

Resolution B-1-11-2846

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M-Wasson, S-Cameron, to approve Resolution B-1-11-2846 - Designation of Authority to Perform Electronic Fund Transfers.

M-Johnston, S-Cameron, to amend the resolution to say The in place of Bill Hanson. Upon a vote the same was approved – unanimously.

Upon a vote taken on the resolution as amended, the same was approved – unanimously.

12. Resolution B-1-11-2847 - Adoption of Policies, Rules, Regulations, By-Laws of Independent School District 709

Member Cameron presented the resolution as follows:

RESOLUTION

Adoption of Policies, Rules, Regulations, By-Laws of Independent School District 709

RESOLVED By the School Board of Independent School District 709, St. Louis County, Minnesota, that all policies, rules, regulations and by-laws of Independent School District 709 as previously adopted and amended are hereby adopted.

Resolution B-1-11-2847

January 4, 2011

M-Cameron, S-Wasson, to approve Resolution B-1-11-2847 - Adoption of Policies, Rules, Regulations, By-Laws of Independent School District 709.

M-Johnston, S-Glass, to put a comma at the end of the resolution and add “and will be followed”. Upon a vote the same failed 3-4 as follows:

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Yea: Glass, Johnston, Kasper

Nay: Cameron, Grover, Seliga Punyko, Wasson

Upon a vote Resolution B-1-11-2847 was approved as presented – unanimously.

13. Resolution B-1-11-2848 - Authorization to Sign Grants

Member Kasper presented the resolution as follows:

RESOLUTION
Authorization to Sign Grants

RESOLVED, By the School Board of Independent School District 709, St. Louis County, Minnesota, that the Superintendent of Schools, or in his/her absence the Director of Business Services, be designated the legal authorized representative to sign applications and execute grant documents for and in behalf of the school district in connection with federal and state laws and funding authorities and local, public, and private funding agencies that offer categorical financial support to this school district.

Resolution B-1-11-2848

January 4, 2011

M-Kasper, S-Wasson, to approve Resolution B-1-11-2848 - Authorization to Sign Grants.

Member Johnston suggested that items like this one be reviewed for necessity by statutory reference and if not remove them from the agenda in the future if the board so wishes.

Upon a vote taken, the same was approved – unanimously.

14. Resolution B-1-11-2849 - Authorization for the Superintendent or the Director of Business Services to Sign Contracts

Member Johnston presented the resolution as follows:

RESOLUTION
Authorization for Superintendent or the Director of Business Services to Sign Contracts

RESOLVED, By the School Board of Independent School District 709, St. Louis County, Minnesota, that to increase operational efficiency, it is requested that authorization to sign revenue contracts and expenditure contracts for the lease, purchase, and contract for goods or services within budgetary and policy limits up to \$25,000 be granted to the Superintendent or the Director of Business Services. This delegation of authorization is allowable under Minnesota Statute 123B.52 subd. 2. The superintendent's designee will review each contract before execution.

Resolution B-1-11-2849

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M-Johnston, S-Grover, to approve Resolution B-1-11-2849 - Authorization for the Superintendent or the Director of Business Services to Sign Contracts.

M-Johnston, S-Glass, to table this resolution.

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Upon a vote taken, the same was failed 3-4 as follows:

Yea: Glass, Johnston, Kasper

Nay: Cameron, Grover, Seliga Punyko, Wasson

Upon a vote on Resolution B-1-11-2849 – the same was approved 5-1-1

Yea: Cameron, Grover, Kasper, Seliga Punyko, Wasson

Nay: Glass

Abstain: Johnston

Discussion took place regarding not voting being an abstention. Chair Seliga Punyko ruled that not voting is an abstention.

15. **Resolution B-1-11-2850 - Student Activity Credit Cards**

Member Grover presented the resolution as follows:

RESOLUTION
Student Activity Credit Cards

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota, that three Visa cards issued by Duluth Teachers Credit Union be authorized for restricted use by the three high school activity directors. The cards shall be maintained by the Director of Business Services and release to an activity director shall be contingent upon the Director of Business Services receiving a written request from the activity director. The card limits shall not exceed \$10,000 for each card and shall be used for out-of-town tournament travel exclusively.

Resolution B-1-11-2850

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M-Grover, S-Wasson, to approve Resolution B-1-11-2850 - Student Activity Credit Cards.

M-Johnston, S-Glass, to table the resolution. Upon a vote, the same failed 3-4 as follows:

Yea: Glass, Johnston, Kasper

Nay: Cameron, Grover, Seliga Punyko, Wasson

Upon a vote Resolution B-1-11-2850, the same was approved –unanimously.

16. **Resolution B-1-11-2851 – Air Travel Credit Card**

Member Glass presented the resolution as follows:

RESOLUTION
Air Travel Credit Card

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota, that a Visa card issued by Duluth Teachers Credit Union, in the name of Keith Dixon, be authorized for restricted use by the Director of Business Services or the director's designee. The card shall be maintained by the Director of Business Services. The card limit shall not exceed \$15,000. All usage shall be in compliance with Minnesota Statute 48.185, regulating credit costs.

Resolution B-1-11-2851

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M-Glass, S-Wasson, to approve Resolution B-1-11-2851 – Air Travel Credit Cards.

M-Johnston, S-Glass, to remove the words Keith Dixon and replace it with the Superintendent.

Member Johnston made an amendment to his amendment to change it to state in the name of the Superintendent.

Upon a vote on the amendment to the amendment the same failed 2-5 as follows:

Yea: Glass, Johnston

Nay: Cameron, Grover, Kasper, Seliga Punyko, Wasson

Upon a vote on the original amendment the same failed 2-5 as follows:

Yea: Glass Johnston

Nay: Cameron, Grover, Kasper, Seliga Punyko, Wasson

Upon a vote on Resolution B-1-11-2851 as presented, the same was approved 5-2 as follows:

Yea: Cameron, Grover, Kasper, Seliga Punyko, Wasson

Nay: Glass, Johnston

17. **Resolution B-1-11-2852 – Individual Procurement Cards**

Member Wasson presented the resolution as follows:

RESOLUTION
Individual Procurement Cards

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota, that individual MasterCard procurement cards continue to be issued by Harris Bank to selected employees following receipt of required documentation and the authorization of the Director of Business Services or the director's designee. The procedures and documentation will continue to be consistent with those noted in Resolution B-2-05-2309 (February 15, 2005).

Resolution B-1-11-2852

January 4, 2011

M-Wasson, S-Cameron, to approve Resolution B-1-11-2852 – Individual Procurement Cards.

Upon a vote taken on the resolution, the same was approved 6-1 as follows:

Yea: Cameron, Glass, Grover, Kasper, Seliga Punyko, Wasson

Nay: Johnston

Chair Seliga Punyko noted that the memorandum requesting committee assignment volunteers was at

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board members places and asked to have their choices to her by the end of this week. She also noted a couple of committees that should be removed from the list. Board discussion took place regarding committee appointments.

Chair Seliga Punyko adjourned the organizational school board meeting of January 4, 2011 at 7:47 p.m.