

## **Minutes of the School Board Annual 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 2, 2018 at 4:30 p.m.

### **Members Present:**

Josh Gorham  
David Kirby  
Rosie Loeffler-Kemp  
Jill Lofald  
Alanna Oswald  
Nora Sandstad  
Sally Trnka

### **Others Present:**

Bill Gronseth, Superintendent  
Doug Hasler, Deputy Clerk  
Jackie Dolentz, Secretary

- Temporary Chair Kirby called the Annual Organizational School Board meeting to order at 4:31 p.m.

Temporary Chairperson Kirby requested that the Oath of Office be taken by the newly elected board members before the roll call. The board approved unanimously.

Temporary Chairperson Kirby administered the Oath of Office to the three new Board members. Congratulations and welcome to Members Gorham, Lofald and Trnka.

**M-Kirby, S-Gorham, to approve the agenda. Upon a vote to approve the agenda as presented, the same was approved – unanimously.**

### **Election of Chairperson:**

Temporary Chair Kirby opened the nominations for Chairperson.

Member Loeffler-Kemp nominated Member Kirby for the office of Chairperson.

Member Oswald nominated herself for the office of Chairperson.

Temporary Chair Kirby closed the nominations for the office of Chairperson.

**Temporary Chair Kirby announced that he was re-elected as Chairperson 6-1 as follows:**

**Kirby (6 votes): Gorham, Kirby, Loeffler-Kemp, Lofald, Sandstad, Trnka**  
**Oswald (1 vote): Oswald**

### **Election of Vice Chairperson**

Chair Kirby opened the nominations for Vice Chairperson.  
Member Trnka nominated Member Loeffler-Kemp as Vice Chairperson.  
Member Oswald nominated herself as Vice Chairperson.  
Chair Kirby closed the nominations for the office of Vice Chairperson.

**Chair Kirby announced that Member Loeffler-Kemp was elected as Vice Chairperson 6-1 as follows:**

**Loeffler-Kemp (6 votes): Gorham, Kirby, Loeffler-Kemp, Lofald, Sandstad, Trnka**  
**Oswald (1 vote): Oswald**

### **Election of Clerk:**

Chair Kirby opened the nominations for the office of Clerk.  
Member Sandstad nominated herself for office of Clerk.  
Member Oswald nominated herself for office of Clerk.  
Chair Kirby closed the nominations for the office of Clerk.

**Chair Kirby announced that Member Sandstad was elected as Clerk 6-1 as follows:**

**Sandstad (6 votes): Gorham, Kirby, Loeffler-Kemp, Lofald, Sandstad, Trnka**  
**Oswald (1 vote): Oswald**

### **Election of Treasurer:**

Chair Kirby opened the nominations for the office of Treasurer.  
Member Loeffler-Kemp nominated Member Gorham for the office of Treasurer.  
Member Oswald nominated herself for the office of Treasurer.  
Chair Kirby closed the nominations for the office of Treasurer.

**Chair Kirby announced that Member Gorham was elected as Treasurer 4-3 as follows:**

**Gorham (4 votes): Gorham, Kirby, Loeffler-Kemp, Lofald**  
**Oswald (3 votes): Oswald, Sandstad, Trnka**

### **Appointment of Deputy Clerk:**

**M-Trnka, S-Loeffler-Kemp, to appoint Doug Hasler as Deputy Clerk. Upon a vote, the same was approved - unanimously.**

**Chair Kirby appointed Doug Hasler as Deputy Clerk.**

**Appointment of Board Secretaries:**

**M-Sandstad, S-Oswald, to appoint Jackie Dolentz and Melinda Thibault as Board Secretaries. Upon a vote, the same was approved - unanimously.**

**Chair Kirby appointed Jackie Dolentz and Melinda Thibault as School Board Secretaries.**

Member Loeffler-Kemp presented the resolution as follows:

**RESOLUTION**

Selection of Meeting Dates/Times

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota, that the Regular meetings of the School Board shall be held the third Tuesday of each month at 6:30 p.m. at the Historic Old Central High School unless otherwise scheduled by the School Board.

B-1-18-3509

January 2, 2018

**M-Loeffler-Kemp, S-Sandstad, to approve Resolution B-1-18-3509, Selection of Meeting Dates/Times. Upon a vote, the same was approved – unanimously.**

Member Gorham 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 Harbor Pointe Credit Union, North Shore Bank of Commerce, BMO Harris Bank, U.S. Bank, KeyBank, Wells Fargo, Park State Bank and Western Bank shall be depositories of the funds of this School District for up to a one year period commencing January 1, 2018, 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 Harbor Pointe Credit Union and placed in trust at Federal Reserve Bank of Boston; North Shore Bank of Commerce and placed in trust at U S Bank N. A.; 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.

**HARBOR POINTE CREDIT UNION –**

\$500,000.00 FHOR, Cusip xxxxxxKG7, due 4/10/2018

\$250,000.00 FMNT, Cusip xxxxxxHN2, due 1/25/2019

**NORTH SHORE BANK OF COMMERCE –**

\$200,000.00 FHLB, Cusip xxxxxxDG1, due 5/30/2019

**BMO HARRIS BANK –**

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

**U S BANK –**

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

**KEYBANK –**

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

**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 CFO/Executive 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.

RESOLVED, That the Treasurer, Clerk, and/or CFO/Executive 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-1-18-3510

January 2, 2018

**M-Gorham, S-Loeffler-Kemp, to approve Resolution B-1-18-3510 - Designation of Depositories and Acceptance of Collateral. Upon a vote, the same was approved – unanimously.**

Member Sandstad 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 the CFO/Executive Director of Business Services has the authority to designate a district employee(s) to initiate electronic fund transfers, as required by MS 471.38.

B-1-18-3511

January 2, 2018

**M-Sandstad, S-Lofald, to approve Resolution B-1-18-3511 - Designation of Authority to Perform Electronic Fund Transfers. Upon a vote, the same was approved – unanimously.**

Member Oswald presented the resolution as follows:

**RESOLUTION**

**Authorization for Superintendent of Schools and CFO/Executive Director of Business Services to Sign Contracts and Grants**

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 of Schools and CFO/Executive 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.

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 CFO/Executive 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.

RESOLVED, By the School Board of ISD 709, St. Louis Country, Minnesota that a list of all the above contracts and grants hereby approved by the Superintendent or the CFO/Executive Director of Business Services will be provided as an informational item at the first possible regular School Board Meeting following the approval action.

B-1-18-3512

January 2, 2018

**M-Oswald, S-Gorham, to approve Resolution B-1-18-3512 - Authorization for the Superintendent of Schools and CFO/Executive Director of Business Services to Sign Contracts and Grants.**

Discussion took place regarding this item.

**M-Oswald, S-Sandstad, to decrease the authorization amount to sign revenue contracts and expenditure contracts for the lease, purchase, and contract for goods or services within budgetary and policy limits to \$12,500.**

Discussion took place regarding this item.

**Upon a vote, the motion to decrease the authorization amount to sign revenue contracts and expenditure contracts for the lease, purchase, and contract for goods or services within budgetary and policy limits to \$12,500 failed 1-6 as follows:**

**Yea: Oswald**

**Nay: Gorham, Kirby, Loeffler-Kemp, Lofald, Sandstad, Trnka**

**Upon a vote, Resolution B-1-18-3512 - Authorization for the Superintendent of Schools and CFO/Executive Director of Business Services to Sign Contracts and Grants was approved as presented 6-1 as follows:**

**Yea: Gorham, Kirby, Loeffler-Kemp, Lofald, Sandstad, Trnka**

**Nay: Oswald**

Member Lofald presented the resolution as follows:

### **RESOLUTION**

Selection of District's Legal Counsel

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota, that the following firms have been selected as legal counsel for the District.

Fryberger, Buchanan, Smith & Frederick, P.A.  
302 West Superior Street, Suite 700  
Duluth, MN 55802  
(218) 722-0861

Ratwik, Roszak & Maloney  
730 Second Avenue South, Suite 300  
Minneapolis, MN 55402  
(612) 339-0600

Dryer, Storaasli, Knutson & Pommerville  
202 West Superior Street, Suite 200  
Duluth, MN 55802  
(218) 249-0608

Rupp, Anderson, Squires & Waldspurger, P.A.  
333 South 7<sup>th</sup> Street, Suite #2800  
Minneapolis, MN 55402  
612. 436.4300 (office)

RESOLVED, that the authorized contact persons for the District are as follows:

Chair of the School Board  
Superintendent of Schools  
Executive Assistant to Superintendent of Schools  
Assistant Superintendent  
CFO/Executive Director of Business Services  
Executive Assistant to the CFO/Executive Director of Business Services  
Director of Special Education  
Manager of Facilities

Finance Manager  
Senior Human Resources Manager  
Human Resources Manager for Non-Certified Staff  
Human Resources Benefits Coordinator

B-1-18-3513

January 2, 2018

**M-Lofald, S-Sandstad, to approve Resolution B-1-18-3513 – Selection of District’s Legal Counsel. Upon a vote, the same was approved – unanimously.**

Member Trnka presented the resolution as follows:

**RESOLUTION**

Selection of District’s Official Newspaper

RESOLVED, By the School Board of Independent School District No. 709, St. Louis County, Minnesota, that the District’s official newspaper will continue to be the Duluth News Tribune.

B-1-18-3514

January 2, 2018

**M-Trnka, S-Oswald, to approve Resolution B-1-18-3514 – Selection of District’s Newspaper. Upon a vote, the same was approved – unanimously.**

Chair Loeffler-Kemp presented the resolution as follows:

**RESOLUTION**

Accepting the Eleven Tools of Civility

WHEREAS, The residents of Duluth Public Schools ISD 709 place a high value on respect and civility in their lives and they understand that these characteristics are essential to any healthy community; and

WHEREAS, The School Board of Independent School District No. 709 supports opportunities for civil discourse and discussion in the community and within the School District; and

WHEREAS, The School Board of Independent School District No. 709 addresses sometimes controversial issues about which people often feel passionately and which at times leads to uncivil behavior; and

WHEREAS, An atmosphere of incivility and disrespect can have a damaging effect on the proceedings, on the quality of debate, and on the practice of democracy itself.

THEREFORE, BE IT RESOLVED THAT the School Board of Independent School District No. 709 recognizes eleven tools of civility as encouraged by Speak Your Peace: The Civility Project that will provide increased opportunities for civil discourse in order to find positive resolutions to the issues that face our community. These tools include:

8 – Minutes of the Annual Organizational School Board Meeting  
January 2, 2018

1. Pay attention
2. Listen
3. Be inclusive
4. Don't gossip
5. Show respect
6. Be agreeable
7. Apologize
8. Give constructive criticism
9. Take responsibility
10. Be honest and care for others
11. Show your evidence; share your reasoning

BE IT FURTHER RESOLVED THAT the School Board of Independent School District No. 709 shall promote the use and adherence of these tools in conducting the business of the School Board.

B-1-18-3515

January 2, 2018

**M-Loeffler-Kemp , S-Sandstad, to approve Resolution B-1-18-3515 – Accepting the Eleven Tools of Civility. Upon a vote, the same was approved – unanimously.**

Member Gorham presented the resolution as follows:

**RESOLUTION**

Approving the Continued Participation of Student School Board Representatives

WHEREAS, The School Board of Duluth Public Schools ISD 709 has included Student School Board Representatives since January 2005; and

WHEREAS, Student school board representatives provide the school board with a student voice and youth perspective; and

WHEREAS, The Minnesota School Boards Association encourages school boards to develop a process to include student representatives; and

WHEREAS, The Superintendent and high school principals have reviewed and revised where necessary the selection process for appointing student school board representatives.

THEREFORE, BE IT RESOLVED THAT the School Board of Independent School District 709 approves the continued participation of one Student School Board Representative from Denfeld, East and the Area Learning Center.

BE IT FURTHER RESOLVED THAT the term for the 2017 Student School Board Representatives will be January 2, 2018 to December 31, 2018.

B-1-18-3516

January 2, 2018

**M-Gorham, S-Trnka, to approve Resolution B-1-18-3516 – Approving the Continued Participation of Student School Board Representatives. Upon a vote, the same was approved - unanimously.**

Member Sandstad presented the resolution as follows:

**RESOLUTION**

**Employment of a School Board Member by the District**

WHEREAS, the School Board member(s) below are/will be employed by the Duluth Public Schools during their service as a School Board member, and

WHEREAS, Minnesota Statute 123B.195 Board Member's Right to Employment requires that the member receive a majority approval by the School Board to be initially employed or to continue in employment at a meeting at which all board members are present, and

WHEREAS, Minnesota Statute 123B.195 Board Member's right to Employment states that the employment relationship will not exceed \$8,000 in a fiscal year, excluding compensation for being a School Board member,

BE IT RESOLVED, that the School Board authorize the employment of the following School Board members as listed, not to exceed \$8,000 in a fiscal year.

<b><u>BOARD MEMBER</u></b>	<b><u>POSITION</u></b>	<b><u>TIME FRAME</u></b>
Jill Lofald	Speech Coach	January 2018 - June 2018
Jill Lofald	Substitute Teacher	January 2018 - June 2018
Alanna Oswald	Substitute Teacher	January 2018 - June 2018

SP-1-18-3517

January 2, 2018

**M-Sandstad, S-Gorham to approve Resolution SP-1-18-3517 – Employment of a School Board Member by the District. Upon a vote, the same was approved 5-0-2 as follows:**

**Yea: Gorham, Kirby, Loeffler-Kemp, Sandstad Trnka**

**Abstain: Lofald, Oswald**

**M-Sandstad, S-Loeffler-Kemp, to adjourn the meeting. Upon a vote, the same was approved – unanimously.**

- Chair Kirby adjourned the Annual Organizational School Board meeting of January 2, 2018 at 5:24 p.m.