

# **Intermediate District 287**

Responsive. Innovative. Solutions.



**Intermediate District 287**

**Special Meeting**

**Thursday, January 25, 2018 6:30 PM**

# Intermediate District 287

## RESPONSIVE. INNOVATIVE. SOLUTIONS

### ORGANIZATIONAL MEETING OF THE BOARD

Thursday, January 25, 2018

6:30 PM @ District Service Center Board Room

#### AGENDA

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# Intermediate District 287

**RESPONSIVE. INNOVATIVE. SOLUTIONS.**

**ANNUAL ORGANIZATIONAL MEETING OF THE BOARD**  
**THURSDAY, January 25, 2018**  
**6:30 PM – Boardroom – District Service Center**

**AGENDA**

**(15 Minutes)**

**1. CALL TO ORDER (Action)**

Chair Henke will convene the meeting and preside until the January 2018 – December 2018 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 2018 – DECEMBER 2018**

*“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 2018 – December 2018 Board roster is attached as (Attachment 1.3).

**2. NOMINATING COMMITTEE REPORT**

Michèle Kunz, 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 2018 – December 2018 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/Official Depositories (Attachment 3.02c).....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.i Authorization for Superintendent to Sign Contracts.....R

**RESOLUTION AUTHORIZING THE SUPERINTENDENT TO EXECUTE  
CONTRACTS FOR JANUARY 2018 – DECEMBER 2018 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 \_\_\_\_\_

3.2j Legal Counsel Appointment.....A

It is recommended that the following persons be designated as District Legal Counsel for January 1, 2018 – December 31, 2018:

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.

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 54.5 cents per mile effective January 1, 2018.

Motion \_\_\_\_\_ Second \_\_\_\_\_ Vote \_\_\_\_\_

3.21 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 Revisor 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 2018 – December 2018

**"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 25, 2018  
(Signature)

Oath of Office administered by  
Dean Henke, Board Chair

\_\_\_\_\_  
(Signature)

### ***Acknowledgement:***

State of Minnesota, County of Hennepin

On this 25 day of January, 2018, 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 \_\_\_\_\_  
Wauneen Denson-Mgeni of Hennepin County Minnesota  
Commission expires January 31, 2018

## Roll Call Vote - All Board Members January 2018 - December 2018

Date: January 25, 2018

### Roll Call & Determination of Quorum

<b>Board Member</b>	<b>District</b>	<b>Present</b>	<b>Absent</b>
Palm, Jeffrey	Brooklyn Center		
Lehman, Greg	Eden Prairie		
Neville, Regina	Edina		
Goodroad, Warren	Hopkins		
Kunz, Michèle	Orono		
Henke, Dean	Osseo		
Brakke, Crystal	Richfield		
Tyrrell, Sherry	Robbinsdale		
Gores, Nancy	St. Louis Park		
Cuene, Andrea	Wayzata		
Marty, Heidi	Westonka		
<b>TOTALS</b>			

# 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 2018 through December 2018.

- |     |                  |                |
|-----|------------------|----------------|
| 2.1 | Board Chair      | Dean Henke     |
| 2.2 | Board Vice-Chair | Regina Neville |
| 2.3 | Board Clerk      | Andrea Cuene   |
| 2.4 | Board Treasurer  | Sherry Tyrrell |

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

Thank you,

Michèle Kunz,  
Nominating Committee Chair

# Intermediate District 287

RESPONSIVE. INNOVATIVE. SOLUTIONS.

## Board Calendar (Second & Fourth Thursday of the Month)

<b>January 2018 – December 2018</b> <b>**TENTATIVE DATES**</b>	
January 25, 2018	
February 8, 2018	February 22, 2018
March 8, 2018	March 22, 2018
April 12, 2018	
May 10, 2018	May 24, 2018
June 14, 2018	June 28, 2018
No July Meeting	
August 23, 2018	
September 13, 2018	September 27, 2018
October 11, 2018	October 25, 2018
November 8, 2018	
December 13, 2018	

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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To: Board Members

From: Sandy Lewandowski, Superintendent

Date: January 25, 2018

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*

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### INTER-OFFICE MEMORANDUM

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DATE: January 25, 2018

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, 2018 – December 31, 2018.

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*

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### INTER-OFFICE MEMORANDUM

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DATE: January 25, 2018  
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 2018.

Reference: MN Statute 471.38, Subd 3.

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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DATE: January 25, 2018

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 2018.
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

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## INTER-OFFICE MEMORANDUM

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DATE: January 25, 2018  
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 2018.

Reference: MN Statutes 331.01, 331.11

# Intermediate District 287

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## INTER-OFFICE MEMORANDUM

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DATE: January 25, 2018

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, 2018 – December 31, 2018:

Springsted Inc. Public Sector Advisors, 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

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DATE: January 25, 2018

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, 2018 – December 31, 2018:

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

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DATE: January 25, 2018

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, 2018 – December 31, 2018:

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

*Responsive. Innovative. Solutions*

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## INTER-OFFICE MEMORANDUM

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**DATE:** January 25, 2018

**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, 2018 – December 31, 2018:

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 is required for transactions in amounts greater than the minimum amount for which bids are required.”

# Intermediate District 287

## *Responsive. Innovative. Solutions*

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### INTER-OFFICE MEMORANDUM

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DATE: January 25, 2018

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, 2018 – December 31, 2018:

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**

<b>Task Force Charge Statement</b>	<b>Task Force Outcome or Recommendation</b>	<b>Benefits &amp; Cost of Recommendation</b>
9. Board Compensation	<p><del>The Task Force recommends that Board members compensation be \$275/month or \$3,300/year.</del></p> <p><del>The Task Force recommends that the Board Chair receive an additional \$83.33/month or \$1000/year.</del></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 (revised January 26, 2017)	<p><b>Excerpt from January 26, 2017 General Board Meeting Minutes:</b></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.*

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## INTER-OFFICE MEMORANDUM

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January 25, 2018

This item is the RESOLUTION APPOINTING SCHOOL DISTRICT RESPONSIBLE AUTHORITY. The effective ending date of this resolution will now be December 31, 2018.

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 Statues, State of Minnesota.

**INTERMEDIATE DISTRICT 287  
BOARD MEMBER ROSTER  
JANUARY 2018 – DECEMBER 2018**

<b>BROOKLYN CENTER DISTRICT 286:</b>	<b>JEFFREY PALM</b>
<b>EDEN PRAIRIE DISTRICT 272:</b>	<b>GREG LEHMAN</b>
<b>EDINA DISTRICT 273:</b>	<b>REGINA NEVILLE</b>
<b>HOPKINS DISTRICT 270:</b>	<b>WARREN GOODROAD</b>
<b>ORONO DISTRICT 278:</b>	<b>MICHÈLE KUNZ</b>
<b>OSSEO DISTRICT 279:</b>	<b>DEAN HENKE</b>
<b>RICHFIELD DISTRICT 280:</b>	<b>CRYSTAL BRAKKE</b>
<b>ROBBINSDALE DISTRICT 281:</b>	<b>SHERRY TYRRELL</b>
<b>ST. LOUIS PARK DISTRICT 283:</b>	<b>NANCY GORES</b>
<b>WAYZATA DISTRICT 284:</b>	<b>ANDREA CUENE</b>
<b>WESTONKA DISTRICT 277:</b>	<b>HEIDI MARTY</b>

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*Updated 1.19.18*