

INDEPENDENT SCHOOL DISTRICT 271  
Bloomington, Minnesota

**Agenda**  
**SCHOOL BOARD ORGANIZATIONAL MEETING**  
**Tuesday, January 3, 2023**  
**7:00 p.m. OR Upon Conclusion of the 6:00 p.m. Study Session**

Arlene Bush Board Room  
Bloomington Public Schools  
Educational Services Center  
1350 West 106th Street  
Bloomington, Minnesota

- I. ROLL CALL
- II. PLEDGE OF ALLEGIANCE
- III. APPROVAL OF THE AGENDA
- IV. ELECTION OF OFFICERS
  - Chair
  - Vice Chair
  - Clerk
  - Treasurer
  - Deputy Clerk
- V. SCHOOL BOARD ORGANIZATION FOR 2023
  - A. Board Meetings/Study Sessions
    1. Place: Office of the School Board, 1350 West 106th Street.
    2. Dates and Times: the 2<sup>nd</sup> and 4<sup>th</sup> Mondays of each month will be a School Board meeting beginning at 7 p.m.  
*[Exception: If a holiday falls on Monday, the School Board meeting will be on Tuesday.]*  
  
*The 3<sup>rd</sup> Monday of each month will be held for a meeting, a study session or a meeting/study session, if needed, at 7:00 p.m. unless determined otherwise for a particular session.*
    3. Parliamentary Rules of Procedure: Robert's Rules of Order Newly Revised, when not in contravention to state law.
    4. Operation of the School Board is provided in Policy 203, School Board Meetings.

B. Business Functions

RESOLVED, that the School Board of Independent School District 271 authorizes the following business functions:

**BANKING AND BANK PROCESSORS**

1. U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is designated as the depository for the district payroll account and as a processor for District credit card operations.
2. Fifth Third Bank Card System is the bank processor RevTrak uses for BEC-TV credit card system 8500 Governor's Hill Drive, Cincinnati, OH 45249.
3. Bank Card Services/Eleyo is the bank processor for Community Services credit card system, Wells Fargo Bank, 1200 Montego, Walnut Creek, CA 94598.
4. PayPal is the bank processor for the JAG Wear credit card system, 12312 Port Grace Blvd., LaVista, NE 68626.
5. Chase Paymentech Solutions is the bank processor for Titan for Food Services credit card collections, 14221 Dallas Parkway, Building 2, Dallas, TX 75254.
6. Authnet is the bank processor TSYS/Affinity uses for the activity credit card system, PO Box 947, American Fork, UT 84003.
7. Minnesota School District Liquid Asset Fund Plus, c/o PFM Asset Management LLC, 300 N. Front, Harrisburg, PA 17101, in conjunction with U.S. Bank Bloomington, 9633 Lyndale Avenue South, Bloomington, is designated as the depository and disbursements for the District general operating, self-insurance, capital projects, and flex spending accounts.
8. MN Trust, c/o PMA Financial Network, Inc., 2135 City Gate Lane, 7<sup>th</sup> Floor, Naperville, IL 60563 designated as depository for the purpose of investment funds.
9. MN Trust, c/o Associated Bank, 1200 Hansen Road, Green Bay, WI 54304-5448 is designated as the depository and disbursements for the District general operating, self-insurance, capital projects, tax anticipation certificates and any other necessary operating accounts.
10. Commerce Bank is designated to provide AutoPay automatic credit card bill payment services for the District allowing payment to participating vendors with wire transfers of funds. Skyward processes the wire transfer.
11. Commerce Bank Commercial Credit Card is the District's designated operating credit card programs. The Business Office shall designate which employees will be authorized credit card holders. A current list of all authorized users will be maintained and updated by the Business Office annually.
12. Payrix is the bank processor for the online Infinite Campus credit card system, through Choice Bank, 4501 23<sup>rd</sup> Ave. S., Fargo, ND 58104 and is designated as an additional depository and disbursements for the District non-operating funds.
13. RevTrak is the bank processor for activity and athletic event admissions through Vanco Events, 400 Northridge Road, #1200, Atlanta, GA. 30350

The Chair and Clerk are authorized to execute the appropriate Master Services Agreement and Account Signers forms for the payroll and general operating accounts after new facsimile signature images are received.

Payroll Leads are authorized to make electronic payroll vendor payments and the Account Payable Clerks are authorized to transfer funds to Commerce Bank for vendor payments after approval by either the Executive Director of Finance and Support Services, Controller, or Assistant Controller, who are designated to authorize electronic funds transfers (M.S.A. 471.38). Further, the identity of the initiator of each electronic transfer is reviewed annually, the initiator will document the request for and obtain approval for each transfer prior to the transfer, the initiator will obtain written confirmation of the transfer within one business day, a list of transactions are submitted to the School Board at the next regular meeting after the transaction.

The Deputy Clerk is authorized to act for the School Board in designating depositories for temporary investment of cash reserves.

The Executive Director of Finance and Support Services and the Controller are designated to invest surplus balances by purchasing and selling investments (reports on outstanding investments, purchases and sales shall be submitted to the School Board).

The Executive Director of Finance and Support Services, or one of his/her designees, (Controller, Director of Operations or Purchasing Agent) are designated as representatives of the School Board for bid openings. Only one person is required at each bid opening.

The *Bloomington Sun-Current* is designated as the legal newspaper for the school district.

The Executive Director of Finance and Support Services and the Controller are authorized to request tax advances from the Hennepin County Finance Office.

The Controller, Youth and Family Program Manager, Building Reservations/Activity Center Manager, and Safety & Compliance Manager; are appointed to represent the District in conciliation court cases for the purposes of enforcing collection of debts Due the school district and to testify on behalf of the District.

The Director of Learning Supports is appointed as the District's Local Education Agency (LEA) Representative for State and Federal Programs.

The Superintendent, or his/her designee, is authorized to execute documents, as appropriate, to the daily operations of the school district. The Superintendent, Executive Director of Finance and Support Services, or his/her designee, is authorized to lease, purchase, and contract for goods and services within the budget as approved by the School Board. However, any transaction in an amount exceeding the minimum amount for which bids are required must first be specifically authorized by the School Board and must fulfill all other applicable requirements of statute.

Association memberships for 2022-2023 were approved by the School Board at its meeting June 13, 2022.

Policies previously adopted by School Boards of this District, shall continue in effect until this presently constituted School Board, or any successor School Board, shall modify, amend, delete, or add thereto, or are superseded by agreement in the master contract with the various bargaining units.

C. Signatures on Checks

RESOLVED, that the School Board authorizes the use of facsimile signatures of the Chair, Clerk and Treasurer on all checks drawn on the payroll and operating accounts and that said names are as follows:

Chair \_\_\_\_\_, Clerk \_\_\_\_\_ and Treasurer \_\_\_\_\_.

D. Signatures on Contracts

RESOLVED, that facsimile signatures of the Chair and Clerk are authorized for continuing annual contracts with licensed personnel and subsequent changes resulting from increment advancement or classification changes (all new contracts will be hand signed by Chair and Clerk).

E. School Board Attorney

RESOLVED, that the School Board retains Holman Law Office as legal counsel to the School Board at a monthly rate of \_\_\_\_\_; and that in addition to the monthly retainer, standard attorney's fees will be paid for representing the school district.

F. Insurance Agent

RESOLVED, that the School Board names Kraus-Anderson Insurance as the District's insurance carrier of record.

G. Architectural Services

RESOLVED, that the School Board retains Wold Architects and Engineers for architectural services.

H. Construction Manager

RESOLVED, that the School Board retains Kraus-Anderson for construction management services.

I. Board Representation

1. RESOLVED, that the School Board appoints \_\_\_\_\_ to the Intermediate District 917 Board for the three-year term effective January 1, 2023 through December 31, 2025.
2. RESOLVED, that the School Board appoints \_\_\_\_\_ as its representative to the Minnesota State High School League (MSHSL).
3. RESOLVED, that the School Board appoints \_\_\_\_\_ as its representative to the Association of Metropolitan School Districts (AMSD) and \_\_\_\_\_ as alternate.
4. RESOLVED, that the School Board appoints \_\_\_\_\_ as its legislative liaison with the Minnesota School Boards Association (MSBA).

All other appointments to School Board subcommittees or representations will be made by the Board Chair: Legislative Committee, Executive Committee, Policy Committee, Community Engagement Committee, Early Childhood Family Education Parent Advisory Council, Community Education Services Advisory Council, Special Education Community Advisory Council, District Diversity Advisory Committee, Bloomington Public Schools Advocacy Council, PTSA Council, Bloomington United for Youth, Education Foundation of Bloomington.

J. Board Compensation

RESOLVED, that the School Board of Independent School District 271 approves compensation for School Board members, other than the Chair, at the rate of \$\_\_\_\_\_ per month for 2023. Compensation for the School Board Chair shall be at the rate of \$\_\_\_\_\_ per month.

*[Note: School Board member expense allocation is addressed during the budget process. The expense allocation will be budgeted at \$\_\_\_\_\_ per Board Member for calendar year 2023.]*

VI. ADJOURNMENT