

Minutes of
NORTHEAST METROPOLITAN INTERMEDIATE SCHOOL
DISTRICT NO. 916

01/09/19

Pursuant to due call and notice given by the chief executive officer of the School District, Superintendent Connie S. Hayes, the organizational meeting of the School Board of Northeast Metropolitan Intermediate School District 916 was held on Wednesday, January 9, 2019, at 6:00 p.m. at Bellaire School. The following school board members were present representing their respective districts:

<u>Name of Member</u>	<u>District Represented</u>	<u>Term Expiration Date</u>
Kathy Timm	12	1/01/22
Laura Palmer	13	1/01/21
Mary Kay Delvo	14	1/01/22
Amy Kelly	15	1/01/20
Marilynn Forsberg	16	1/01/20
Laura Oksnevad	282	1/01/20
Marre Jo Sager	621	1/01/22
Nancy Livingston (left at 7:16 p.m.)	622	1/01/20
Erin Azer	623	1/01/23
Kim Chapman	624	1/01/22
Jill Olson	831	1/01/21
Judy Schwartz	832	1/01/23
Katie Schwartz	833	1/01/22
Mike Ptacek	834	1/01/20

On motion by Member Azer, seconded by Member Sager, with all members present voting aye that the School Board adopt the agenda as posted, limit discussion to the approved agenda, and accept the list of items proposed for consent adoption.

APPROVAL OF
AGENDA AND LIST OF
ITEMS PROPOSED
FOR CONSENT
ADOPTION (3.0)

Member Ptacek announced that he will not be returning to the Northeast Metro 916 School Board due to his election as board chair of the Stillwater School Board. His replacement is expected to be Sarah Stivland.

ANNOUNCEMENTS

Nominations were called for the position of Northeast Metro 916 School Board Chairperson. Members Ptacek and Forsberg self-nominated prior to the board meeting with Member Ptacek withdrawing his name. After three calls for nominations, a unanimous vote was cast for Member Forsberg to be elected school board chairperson for 2019.

ELECTION OF
OFFICERS
(4.0)

Nominations were called for the position of Northeast Metro 916 School Board Vice Chairperson. Member Palmer self-nominated.

After three calls for nominations, a ballot vote was taken with all members present voting for Member Palmer. Member Palmer was elected School Board Vice Chairperson for 2019.

Nominations were called for the position of Northeast Metro 916 School Board Clerk. Member Kelly nominated Member Oksnevad. Member Sager self-nominated prior to the board meeting, but withdrew her name. After three calls for nominations, a ballot vote was taken with all members present voting for Member Oksnevad. Member Oksnevad was elected School Board Clerk for 2019.

Nominations were called for the position of Northeast Metro 916 School Board Treasurer. Member Sager self-nominated prior to the board meeting. After three calls for nominations, a ballot vote was taken with all members present voting for Member Sager. Member Sager was elected School Board Treasurer for 2019.

- Thursday and Friday, January 17 and 18, 2019 – MSBA Leadership Conference at Minneapolis Convention Center
- Wednesday, January 30, 2019 – ~~School Board Work Session at 6:00 p.m.~~ - Cancelled
- Wednesday, February 6, 2019 – School Board meeting at 6:00 p.m.
- Friday, February 22, 2019 – 916 Education Foundation Gala at North Metro Event Center (Shoreview) from 5:30-9:00 p.m.

BOARD CALENDAR
DATES
(5.0)

None

QUESTIONS AND/OR
COMMENTS FROM
CITIZENS PRESENT
ON NON-AGENDA
ITEMS (6.0)

Pat Harris, purchasing manager for districts 916 and 287; presented a report on joint purchasing activities for the 2018 calendar year. Joint purchasing contracts are available for other school districts to purchase from; this practice increases the buying power of the contract, which in turn lowers prices for our member and non-member districts. We currently have joint purchasing agreements with 61 public entities, and in 2018 the combined total purchases made under these contracts was \$8,477,814. Northeast Metro 916 will collect administrative fees totaling \$84,778 based on these purchases.

UPDATE: 2018 JOINT
PURCHASING USAGE
(7.01)

Theresa Wallace, consultation team member, shared the school district's plan for a summer workshop series called Proactive Measures. This professional development opportunity aims to equip member district staff with the skills to enhance their existing programming and prevent placing students in level IV special

PRESENTATION:
PROACTIVE
MEASURES SUMMER
2019
(7.02)

education settings.

Jean Jordan, director of educational services, presented the Equity Resource Library to the school board. This library contains videos, infographics, tip sheets, and other tools to help staff from Northeast Metro 916 explore equity topics at their own pace.

PRESENTATION:
EQUITY RESOURCE
LIBRARY
(7.03)

The School Board held a first reading of the following Board Policy:
802 Disposition of Obsolete Equipment & Material (revised)

FIRST READING OF
POLICY
(7.04)

Superintendent Hayes shared information on: (a) Picture for board members; (b) groundbreaking for PRTF; (c) new leadership role; (d) mental health grant funding; (e) AMSD session preview; (f) Jennifer Drummond hired as assistant special education director at Roseville; (g) mental health needs at the ALCs; (h) Quora hardware and added smoke detection; (i) legislative session is underway; (j) special education student enrollment update; and (k) vacation.

SUPERINTENDENT'S
REPORT
(8.0)

On motion by Member Sager, seconded by Member Delvo, with all members present voting aye that the consent items, accepted as part of the approval of the agenda, be approved consistent with the recommended actions presented by the administration.

CONSENT LIST
OMNIBUS
RESOLUTION
(9.0)

Regular School Board Meeting Minutes of December 5, 2018

APPROVAL OF
MINUTES (9.01)

\$4,158,744.32 for check numbers 498730-499144 except for voids as presented; and the wire transfer report for the period November 26, 2018 to December 30, 2018.

PAYMENT OF BILLS
AND
ACKNOWLEDGMENT
OF WIRE TRANSFER
REPORT (9.02)

Employment*

Carley Ahern, Interpreter I, \$21.94, 7.0 hrs/day, 184 days, effective 1/7/2019

Corrie Andrews, Education Assistant II, \$18.75/hr, 6.5 hrs/day, 183 days, effective 1/7/2019

Leah Bogale, Education Assistant II, \$18.75/hr, 6.5 hrs/day, 183 days, effective 1/7/2019

Deborah Cram, Teacher, \$43,031, BA, Step 1, 1.0 FTE, 184 days, effective 1/7/2019

Sarah Haller, Education Assistant II, \$18.75/hr, 6.5 hrs/day, 183 days, effective 1/7/2019

Cassandra Jantosik, Education Assistant II, \$18.75/hr, 6.5 hrs/day, 183 days, effective 1/7/2019

Collin Klagmann, EL Teacher, \$69,935, MA, Step 10, 1.0 FTE 184 days, effective 1/7/2019

PERSONNEL
(9.03)

Sharon Larson, Teacher, LTS, \$54,527, MA+20, Step 3, 1.0 FTE,
Effective 1/7/2019 - 3/22/2019

Charles Lartey, Revenue Coordinator, \$71,000, 1.0 FTE, 260
days, effective 1/7/2019

Heather Lehn, Education Assistant II, \$18.75/hr, 6.5 hrs/day, 183
days, effective 1/7/2019

Shelby Nero, Teacher, LTS, \$49,176, BA, Step 5, 1.0 FTE 184
days, effective 1/7/2019 - 4/12/2019

Kaleasha Panganiban, Education Assistant II, \$18.75/hr, 6.5
hrs/day, 183 days, effective 1/7/2019

Patricia Ridley, Accounts Payable/Payroll Tech, \$24.87/hr, 8.0
hrs/day, 260 days, effective 12/17/2018

Angela Taye, Education Assistant II, \$18.75/hr, 6.5 hrs/day, 183
days, effective 1/7/2019

Sarah Werner, Interpreter I, \$21.94, 7.0 hrs/day, 184 days,
effective 1/7/2019

***(All new hire offers of employment are contingent upon
background check; licensed staff hires are contingent upon
receipt of official transcripts and licensure).**

Resignation

Madison Brunner, Education Assistant II, effective 12/5/2018

Lisa Buck, Licensed School Nurse, effective 12/4/2018

William Cauthorn, Education Assistant II, effective 12/14/2018

Alyssa Craig, Teacher, effective 1/8/19

Christopher Hailey, Education Assistant II, effective 12/20/2018

Kristin Harrison, Education Assistant II, effective 1/11/2019

Rachel Hsiao, Education Assistant II, effective 12/7/2018

Dan Johnson, Database Manager, effective 1/3/2019

Megan Mertaugh, School Social Worker, effective 1/2/2019

Rachel Saefong, Education Assistant II, effective 12/21/2018

Katelyn Smith, Education Assistant II, effective 12/21/2018

Stephanie Stroik, Interpreter I, effective 12/3/2018

Lamiena Watson, School Social Worker, 9/30/2018

Position Reclassification

Linda Zahradka, from Superintendent's Executive Assistant – 12
month, Grade 10 to Superintendent's Executive Assistant – 12
month, Grade 12 effective 1/9/19

Reassignment/Transfers

Rachel Anderson, from Admin Asst-12 month, 8.0 hrs/day Quora,
to Sr. Admin Asst, 8.0 hrs/day Special Education, effective
12/17/2018

Wendie Felde, from Education Assistant II, 6.5 hrs/day Pankalo to
Teacher, 1.0 FTE Pankalo, effective 1/14/2019

Janelle Hartzell, Education Assistant II, from South Campus to
Pankalo effective 1/7/2019

Beth Joslin, Education Assistant II, from South Campus to

Pankalo effective 1/14/2019

Scott Pierce, from TOSA, 1.0 FTE Karner Blue to Teacher, 1.0 FTE Karner Blue effective 1/2/2019

Lorilee Seng, Education Assistant II, from South Campus to Karner Blue effective 1/14/2019

Kate Tellander, Intervener, Karner Blue to DHH Services, effective 11/19/2018

Michelle Thayer, Education Assistant II, from South Campus to Karner Blue effective 1/7/2019

- ❖ Deaf/Hard of Hearing and Blind/Visually Impaired received \$200.00 from LCM Trucking LLC for field trip expenses
- ❖ Assistive Technology Library received a Convoid Cruiser Stroller Wheelchair from Barb Peterson
- ❖ Auto Dismantling received a 2000 Jeep Grand Cherokee from John F. Akins
- ❖ Cosmetology received beauty supplies totaling \$12,326.60 from Beauty Craft for student training in a salon/classroom setting
- ❖ Assistive Technology Library received an Easy Stand Evolve Medium from an anonymous donor
- ❖ Auto Dismantling received a 2003 Pontiac Montana from Vicky and Todd Beaulieu
- ❖ Auto Dismantling received a 2003 Dodge Caravan from Jeffrey and Nancy Christensen
- ❖ Auto Dismantling received a 2002 Honda Civic CL and one (1) used transmission from Jeffrey A. Christensen
- ❖ Auto Dismantling received a 2002 Volkswagen Jetta from Daniel J. Franta

DONATIONS
(9.04)

Designated the following banks as depositories for district funds and authorized use of the following investment brokers/dealers and paying agents for the period of January 10, 2019, to January 8, 2020.

DESIGNATION OF
PRIMARY
DEPOSITORIES,
INVESTMENT
BROKERS AND
PAYING AGENTS
(9.05)

PRIMARY DEPOSITORIES

US Bank - White Bear Lake
MSDLAF+ (Minnesota School District Liquid Asset Fund)

INVESTMENT BROKERS/DEALERS

MSDLAF+
US Bank
PMA - MnTrust

PAYING AGENTS

US Bank
Wells Fargo

Approved the continuation of *Vadnais Heights Press* as the legal DESIGNATION OF

publication for the school district for 2019. The rate will increase from \$4.90 per column inch to \$5.05 per column inch in 7 point type at 9-lines per inch.

OFFICIAL
NEWSPAPER (9.06)

Approved the following resolution authorizing the use of facsimile signatures by school district officers and providing for surety bond protection:

FACSIMILE
SIGNATURES
(9.07)

THEREFORE BE IT RESOLVED by Northeast Metropolitan Intermediate School District 916 as follows:

1. Pursuant to M.S. 47.41, the School Board of the District and the chairperson, clerk and treasurer thereof who are authorized to sign checks, drafts, warrants, vouchers or other orders on public funds, hereby authorize the School District depository bank to honor any such instrument bearing a facsimile signature of said officers and to charge the same to the account upon which drawn as fully as though the same bore the manually written signatures of such officers.
2. Pursuant to M.S. 47.42, the School Board of said District approves the use of such facsimile signatures and hereby determines to insure the School District with an insurance company authorized to do business within the State in the amount of \$500,000 in the form of a surety bond or otherwise against the loss of any public funds which may be withdrawn upon unauthorized use of such facsimile signatures and the officers of said School District or other person as provided therein shall not be personally liable for loss, if any, resulting from the use of any facsimile signatures unless said loss occurs by reason of any officer's wrongful act.
3. The clerk is hereby authorized and directed to furnish the School District depository with a copy of this resolution, and the School District officers and said depository are hereby authorized and directed to make the necessary arrangements for the use of facsimile signatures hereafter."

Moved that in instances where it is in the best interest of the school district to make payment prior to a meeting at which bills are approved by the board and when such payment is provided for in the approved preliminary, revised, or final budget, the superintendent or an agent, be authorized to make such payment subject to subsequent ratification by the school board.

PREPAYMENT OF
BILLS
(9.08)

Renewed designation of the following petty cash locations and amounts of \$100.00 or more:

PETTY CASH
(9.09)

<u>Authorized Location</u>	<u>Amount</u>	<u>Custodian</u>
Career & Tech Center	\$ 100.00	Kelli Gray
Bellaire Educ Ctr/WELS North	350.00	America Zuniga
Itinerant Program	100.00	Polly Jaeger
Karner Blue Education Center	250.00	Ann M. Peterson

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Pankalo Education Center	250.00	Doreen Haroldson
South Campus Spec Ed	175.00	Natalie Mieloch
WELS South Spec Ed	100.00	Natalie Mieloch
District Petty Cash	2,500.00	Chris Zschau

Authorized the Director of Finance and/or designee to conduct collateral transactions for the District.

INVESTMENT
COLLATERAL (9.10)

Authorized Jon VanOeveren and Susan Joy to execute the Domestic and International Funds (Wire) Transfer Agreement from January 10, 2019, to January 8, 2020, on behalf of Northeast Metropolitan Intermediate School District 916 with US Bank White Bear Lake and other depositories and investment agencies for the telephonic request for the transmission of funds belonging to Northeast Metropolitan Intermediate School District 916; and that the Board also authorize Patty Ridley, Shelley Walsh, and Sandra Sierakowski to execute the Domestic Funds (Wire) Transfer Agreement from January 10, 2019, to January 8, 2020, for the telephonic or internet request for the transmission of funds belonging to Northeast Metropolitan Intermediate School District 916 for the following:

RESOLUTION
DELEGATING
AUTHORITY TO MAKE
ELECTRONIC FUNDS
TRANSFERS
(9.11)

Patty Ridley & Shelley Walsh – Federal Tax, Empower Retirement–MN Deferred Comp & PRHCSP, MN Dept. of Revenue (garnishments), TRA and PERA.
Sandra Sierakowski -- MetLife

Authorized the School Board chairperson, superintendent, and other staff specifically designated by the superintendent to seek legal counsel as required within the approved budget.

AUTHORIZATION TO
SEEK LEGAL
COUNSEL (9.12)

Approved the following credit cards and card holders for use within the various Northeast Metro 916 programs:

APPROVAL OF
CREDIT CARDS AND
CARD HOLDERS
(9.13)

Vendor/Account

SAM'S CLUB

XXXXXXXXXX6033
Credit Limit: \$5,000

Card Holders

Business Office

Shelley Walsh Tamara Wishard

CTC

Jill Stewart-Kellar Erick Lehet
Kelli Gray

Staff Development

Karen Chase
Dawn Swanson

Special Ed

Rachel Anderson
Mary Franco
Cheri Schouweiler
Michelle Sorman
Larry Turner

Gary Delaney
Doreen Haroldson
Elizabeth Shopbell
Pam Sullivan
Amy Youngren

ALC

Ann Peterson

Vendor/Account

HOME DEPOT

XXXX XXXX XXXX 5895
Credit Limit: \$15,000

Card Holders

Bellaire – Rhonda Glaser
CTC – Tom Spehn
Capitol View – Kenneth Ullmann

Vendor/Account

AMERICAN EXPRESS

XXXX XXXXXX 82028
Credit Limit: Unlimited

Card Holders

Connie Hayes

Vendor/Account

AMERICAN EXPRESS

XXXX XXXXXX 83034
Credit Limit: Unlimited

Card Holders

Daniel Naidicz

Vendor/Account

AMERICAN EXPRESS

XXXX XXXXXX 81053
Credit Limit: Unlimited

Card Holders

Jon VanOeveren

Vendor/Account

VISA – US BANK

XXXX XXXX XXXX 6334

Credit Limit: \$10,000

Card Holders

Daniel Naidicz

Vendor/Account

VISA – US BANK

XXXX XXXX XXXX 8048

Credit Limit: \$10,000

Card Holders

Jon VanOeveren

Vendor/Account

VISA – US BANK

XXXX XXXX XXXX 2159

Credit Limit: \$6,000

Card Holders

Elam Noor

Vendor/Account

SA FLEET ONE LLC

XXXX XX XXX601 6

Credit Limit: \$2,000

Cards

Card 0001-1 Courier

Van Drivers:

Card 0002-1 Bellaire Education Center

Card 0003-1 South Campus

Card 0004-1 Summer Programs

Card 0005-1 WELS-N

Card 0006-1 WELS-S (& Quora Maint)

Card 0007-1 Extra Card (replacement card held in safe)

Card 0008-1 Pankalo Education Center

Card 0009-1 Quora ALP/CAP/Project Return

Card 0010-1 Karner Blue Education Center

WHEREAS, Northeast Metropolitan Intermediate School District 916 (“School District”) has authority to enter into contracts under Minn. Stat. Sections 123B.02 and 123B.52; and

RESOLUTION
DELEGATING
CONTRACT
APPROVAL TO
SUPERINTENDENT
(9.14)

WHEREAS, the School Board desires to delegate to the Superintendent or designee the negotiation, approval and signing of certain contracts or agreements; and

NOW, THEREFORE, BE IT RESOLVED by the School Board of Northeast Metropolitan Intermediate School District 916 as follows:

The School Board hereby adopts a resolution authorizing the Superintendent or designee of the School District to negotiate, approve and sign contracts or agreements under the amount of \$50,000, which are included in the board approved budget, without further board action required.

Approved the joint purchasing agreements listed below. These agreements will remain in effect unless specifically rescinded by either party. ”

APPROVAL OF JOINT
PURCHASING
AGREEMENTS
(9.15)

New Prague ISD #721
University of Minnesota

Authorized the administration to submit and approve the following grant request:

ACCEPTANCE OF
GRANTS
(9.16)

❖ On behalf of Northeast Metro 916 Consortium from Minnesota State Colleges & University an increase was awarded for FY19 Carl D. Perkins Basic allocation in the amount of \$10,432.22 and Carl D. Perkins Reserve allocation in the amount of \$1,506.00. Total grant dollars \$591,709.58. Grant timeline is July 1, 2018 – June 30, 2019.

The report was presented at the December 5 board meeting by the auditor.

ACCEPTANCE OF
FY’17 AUDIT REPORT
(10.01)

On motion by Member Livingston, seconded by Member Sager, with all members present voting aye that the School Board accept the FY’18 audit from Malloy, Montague, Karnowski, Radosevich & Co., P.A.

The annual survey of member district school board compensation and that of the other three intermediate districts for 2018 was shared with the board.

BOARD
COMPENSATION
(10.02)

On motion by Member Livingston, seconded by Member Chapman, with all members present voting aye that the members

of the School Board maintain compensation levels for 2019 at the 2018 rate as follows:

Directors	\$5,000
Chairperson	\$5,700
Vice-Chair	\$5,100
Clerk	\$5,200
Treasurer	\$5,100

and directed the administration to survey the member districts and intermediate districts annually for their established board compensation levels.

Member Azer introduced the following resolution and moved its adoption:

WHEREAS, the financial condition and student enrollment variables of the school district dictates that the school board must reduce expenditures immediately, and
WHEREAS, this reduction in expenditure and student enrollment variables must include discontinuance of positions and discontinuance or curtailment of programs, and
WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,
BE IT RESOLVED by the School Board of Northeast Metropolitan Intermediate School District 916 that the School Board hereby directs the Superintendent of Schools and Administration to consider the discontinuance of programs or positions to effectuate economies in the School District and reduce expenditures, and as a result of student enrollment variables, make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

RESOLUTION
DIRECTING
ADMINISTRATION TO
MAKE
RECOMMENDATIONS
FOR
DISCONTINUANCE
AND REDUCTIONS
(10.03)

The motion for the adoption of the resolution was duly seconded by Member Sager and upon vote being taken thereon, all members present voted aye.

Whereupon said resolution was declared duly passed and adopted.

Northeast Metro 916 oversees the licensing and vendor support for several member districts' Laserfiche business management platform. This is the yearly renewal for the licensing on that system. Due to additional member districts being added to the consortium, the renewal has exceed our \$50,000 board approved threshold.

APPROVAL OF
ANNUAL LASERFICHE
LICENSE RENEWAL
(10.04)

On motion by Member Olson, seconded by Member Palmer, with

all members present voting aye that the School Board approve the annual licensing renewal for the Laserfiche business management platform with OPG3 in the amount of \$56,406.00.

The district will be submitting the 2018 Pay Equity Report on or before January 31, 2019. Pay equity reporting is required by the Local Government Pay Equity Act M.S. 471.991-471.999 and Minnesota Rules Chapter 3920. The report is designed to reduce pay inequity between women and men who have comparable jobs.

2018 PAY EQUITY
REPORT
(10.05)

Member Livingston left at this point in the meeting.

On motion by Member Olson, seconded by Member Oksnevad, with all members present voting aye that the School Board approve the submission of the 2018 Pay Equity implementation report to the Minnesota Pay Equity Management System.

Nardini Fire Equipment will provide an addition to the existing Notifier Fire Alarm System. Nardini will provide all parts, installation, and testing. They will add smoke detection in the egress hallways as identified on the plans. They will provide relays to release all locks on the building fire alarm per new drawing. The base bid price includes an electrical contractor to provide conduit and boxes for the gym which includes a lift, GRC conduit, floor protection, and painting of the conduit. This work is part of the Quora door hardware changes.

APPROVAL OF
CONTRACT WITH
NARDINI FIRE
EQUIPMENT
(10.06)

On motion by Member Chapman, seconded by Member Delvo, with all members present voting aye that the School Board approve the contract with Nardini Fire Equipment to add egress hallway smoke detection at Quora Education Center per the state fire marshal at a cost of \$55,749.

The Open Forum provides School Board members an opportunity to share in written format items of interest and information from their home district—no reports were submitted.

OPEN FORUM
(11.0)

The MSBA Leadership Conference is January 17 and 18 at the Minneapolis Convention Center. The AMSD Legislative Preview Session was on January 4—the new education commissioner attended the event. SEE will have their meeting on January 11. Chair Forsberg shared some statistics from an AMSD Fact Sheet.

Member Ptacek was thanked for his service as board chair and board member representing the Stillwater School District.

Member Judy Schwartz announced this is her last meeting as the Mahtomedi representative to the school board. Kevin Donovan is

expected to be her replacement. Member Judy Schwartz was thanked for her service to the school board and her role as school board liaison to the 916 Education Foundation Board of Directors.

There being no further business, Chair Forsberg adjourned the meeting at 7:35 p.m.

MEETING
ADJOURNED

Respectfully submitted,

Laura Oksnevad
Clerk

LZ