

**INDEPENDENT SCHOOL DISTRICT NO. 2711  
MESABI EAST SCHOOLS  
AURORA, MN 55705**

**MINUTES OF REORGANIZATIONAL BOARD MEETING  
January 7, 2019**

CALL TO ORDER: The Re-Organizational Board Meeting was called to order by Vice-Chair Cyndi Worshek at 5:02 p.m. on January 7, 2019 in the Board Room (204), with the following in answer to roll call.

ROLL CALL:

Present: Directors Amanda Gross, Robert Hill, Gene Maki, Kathy Undeland, Cyndi Worshek

Absent: Director Walt Hautala

PLEDGE OF ALLEGIANCE

AGENDA APPROVAL: Moved by Director Undeland seconded by Director Hill to approve the agenda as presented.

All in favor---Motion passed.

Oath of Office: The oath of office has been signed by newly elected members Walt Hautala, Cyndi Worshek and Amanda Gross. Acknowledge that Directors Hautala, Worshek and Gross have accepted their oath of office and have provided signatures on Oath.

Election of Board Officers

2019 Board Officers

Walt Hautala, Chair  
Cyndi Worshek, Vice-Chair  
Kathy Undeland, Clerk  
Rob Hill, Treasurer

SAMPLE RESOLUTION

Chair: Moved by Director Worshek, seconded by Director Hill, to nominate Walt Hautala for office of Chair.

There being no further nominations, a voice vote was taken with the following results:

Director Walt Hautala was declared Chair of the school board for 2019.

There being no further nominations, that a unanimous voice vote be cast declaring Director Walt Hautala Chair of the School Board for 2019.

All in favor---Motion passed.

Vice -Chair: Moved by Director Undeland, seconded by Director Hill, to nominate Cyndi Worshek for office of Vice-Chair.

There being no further nominations, a voice vote was taken with the following results:

Director Cyndi Worshek was declared Vice-Chair of the school board for 2019.

There being no further nominations, that a unanimous voice vote be cast declaring Director Cyndi Worshek Vice-Chair of the School Board for 2019.

All in favor---Motion passed.

Clerk: Moved by Director Hill, seconded by Director Worshek, to nominate Kathy Undeland for office of Clerk.

There being no further nominations, a voice vote was taken with the following results:

Director Kathy Undeland was declared Clerk of the school board for 2019.

There being no further nominations, that a unanimous voice vote be cast declaring Director Kathy Undeland Clerk of the School Board for 2019.

All in favor---Motion passed.

Treasurer: Moved by Director Undeland, seconded by Director Gross, to nominate Rob Hill for office of Treasurer.

There being no further nominations, a voice vote was taken with the following results:

Director Rob Hill was declared Treasurer of the school board for 2019. There being no further nominations, that a unanimous voice vote be cast declaring Director Rob Hill Treasurer of the School Board for 2019.

All in favor---Motion passed.

Monthly Stipend, Per Diem Allowance, Life Insurance: Moved by Director Undeland, seconded by Director Maki, to set the year 2019 Director compensation as follows:

Board member stipend set at \$250/month, such stipend to cover all responsibilities, including committee assignments and special appointments to district and non-district entities; to set per diem rate at \$50 for a full day (greater than four hours, including travel time), and \$25 for half day (less than four hours, including travel time), to compensate board members for lost work or personal time during the standard work day. Board members may not receive per diem payments from ISD 2711 and a non-district entity for the same activity.

Board members will receive Life Insurance with \$35,000 Coverage, paid by the District.

Board members, notwithstanding previous employment benefits, are not eligible for participation in the District dental or health insurance programs.

All in favor---Motion passed.

Board Meeting Dates: Moved by Director Undeland, seconded by Director Gross, to set the Regular Board Meetings for the first Monday of the month, at 5:30 p.m., and schedule Special Meetings as needed.

All in favor---Motion passed.

School Board Attorney: Moved by Director Maki, seconded by Director Hill, to designate Colosimo, Patchin, Kearney, Ltd. as School District Legal Counsel, such designation shall allow the superintendent to engage this law firm on immediate need, such designation shall be on fee for service basis only.

All in favor---Motion passed.

Official Newspaper: Moved by Director Hill, supported by Director Gross, to designate Mesabi Daily News as the official newspaper of ISD #2711 with rates as presented.

All in favor---Motion passed.

Investment Management Designee: Moved by Director Undeland, supported by Director Maki, that the following resolution be adopted:

## **RESOLUTION AUTHORIZING INVESTMENT OF FUNDS**

**WHEREAS**, the school district funds are periodically available that are not currently needed in the routine operation of the schools, and

**WHEREAS**, it is in the best interest of the school district to invest such funds in securities as authorized by Minnesota Statutes in such a manner as to receive the highest prevailing interest yield, and

**WHEREAS**, this market fluctuates during the school year due to numerous economic conditions,

**NOW, THEREFORE, BE IT RESOLVED**, that the Superintendent and/or Finance Officer be authorized to use his/her discretion in the investment of school funds for the 2019 calendar year in accordance with the provisions of Minnesota Statutes, Chapter 118A, (DEPOSITORY LAW) and periodically report to the School Board; said funds to be secured by the investment institution in a manner prescribed by said statutes.

Attest: \_\_\_\_\_  
Clerk Chairman

On vote being taken thereon, the following voted in favor thereof: Director Hill, Director Maki, Director Undeland, Director Worshek, Director Gross

and the following voted against the same: None.

whereupon said resolution was declared duly passed and adopted and was signed by the chairman and attested by the clerk.

Facsimile Signature: Moved by Director Undeland, supported by Director Worshek, that the following resolution be adopted:

BE IT RESOLVED, that the School Board of Independent School District No. 2711 approves the use of facsimile signature to district checks by the Chairman, Clerk, and Treasurer, and approves the application of said facsimile signature of Walt Hautala, Chairman: Kathy Undeland, Clerk; and Rob Hill, Treasurer, by superintendent.

Attest: \_\_\_\_\_  
Chairman Clerk

On vote being taken thereon, the following voted in favor thereof: Director Maki, Director Undeland, Director Worshek, Director Gross, Director Hill

and the following voted against the same: None.

whereupon said resolution was declared.

Transfer and Borrowing: Moved by Director Maki, supported by Director Undeland, to approve the following transfer and borrowing authorizations:

**Transfer of Funds**: That Carol Hebl, Janel Leete and Gregg Allen be authorized to make electronic payments of school monies and transfer funds between school accounts.

**Borrowing Money**: That the Superintendent be authorized to borrow money to meet bills and payrolls when there are insufficient funds, and that the treasurer be contacted to review same when the occasion arises.

**Internet Banking**: That Carol Hebl and Janel Leete be authorized to access all district accounts on-line through internet banking.

Roll Call:

Ayes: Director Undeland, Director Worshek, Director Gross, Director Hill, Director Maki

Nayes: None ---Motion passed.

Depositories: Moved by Director Undeland, supported by Director Hill, that the following resolution be adopted:

**RESOLUTION DESIGNATING DEPOSITORIES FOR SCHOOL DISTRICT  
MONEY BELONGING TO INDEPENDENT SCHOOL DISTRICT NO. 2711  
ST. LOUIS COUNTY, MINNESOTA**

BE IT RESOLVED, that the following named banks & financial institutions, all authorized to do business in Minnesota, be and hereby are designated depositories of Minnesota, for the term commencing with the first day of January 2019, and ending with the last day of December, 2019.

Institution

Northern State Bank (Aurora)

Northridge Community Credit Union (Hoyt Lakes)

Wells Fargo (Virginia Branch)

American Bank (Biwabik Branch)

First Investors (Patrow Scholarship)

Upon the terms and conditions following to wit: That this designation is subject to the right of said Independent School District No. 2711 to notify, vacate and revoke the same according to law; said depositories shall each first execute and deliver to said and approved by it Pledged Collateral in an amount of at least 110% of the aggregate current deposits an investments, conditioned according to law, such collateral securities exceeding F.D.I.C. insurance of \*\$250,000 aggregating such amount upon approval of said Independent School District No. 2711. Such collateral securities shall not be withdrawn or substituted without consent and said depositories shall pay on demand all time deposits therein, with accrued interest, at or after the end of the periods which the same shall be deposited.

**\*\$250,000 for checking accounts and \$250,000 for a combination of savings and cd's.**

The above resolution was approved and adopted on the 7th day of January, 2019, at a meeting of the School Board of said Independent School District No. 2711, duly held, and by a majority vote of all members of the same.

Attest: \_\_\_\_\_  
Clerk

\_\_\_\_\_  
Chairman

Roll Call:

Ayes: Director Worshek, Director Gross, Director Hill, Director Maki, Director Undeland,

Nayes: None --- Motion passed.

District Depositories: Moved by Director Undeland, supported by Director Hill, to approve PMA Financial Network, Inc. as the district's depository, broker-dealer and municipal advisor. PMA provides investment advisory services to local government investment pools and separately managed accounts.

All in favor---Motion passed.

Signatories: Moved by Director Undeland, supported by Director Hill, to approve the following as signatories:

School Activities: To authorize Gregg Allen, Superintendent, Julie Mineheine, Superintendent Secretary, and Janel Leete, Payroll and Benefits Manager as signatories for School Activities.

MN Trust (PMA Financial Network): To authorize Gregg Allen, Superintendent and Carol Hebl, Finance Officer to make transfers to and from Minnesota Trust (PMA) and serve as signatories.

Scholarship: To authorize Gregg Allen, Superintendent and Carol Hebl, Finance Officer to make transfers to and from Scholarship Account, and serve as signatories.

Local Operating Bank: To authorize Mr. Gregg Allen, Superintendent and Carol Hebl, Finance Officer to make transfers to and from the business checking and CD accounts with American Bank, and serve as signatories.

Retiree Account: To authorize Gregg Allen, Superintendent and Janel Leete, Payroll and Benefits Manager to make transfers to and from the Retiree Insurance Account with American Bank, and serve as signatories.

Health Insurance Pool Account: To authorize Gregg Allen, Superintendent, Janel Leete, Payroll and Benefits Manager and Carol Hebl, Finance Officer and Erin Nesseth (BCBS Claims Manager) to make transfers to and from the Wells Fargo checking account, and serve as signatories.

Payroll Activity: To authorize Gregg Allen, Superintendent, Janel Leete, Payroll and Benefits Manager and Carol Hebl, Finance Officer to make transfers to and from the Northern State Bank checking account and serve as signatories.

All in favor---Motion passed.

## **BOARD COMMITTEES**

Board Chair to appoint members to the following committees:

### Committee Assignments 2019

Policy & Program	Robert Hill Gene Maki Amanda Gross
Business & Finance	Rob Hill Kathy Undeland Cyndi Worshek
Education MN Local #1255	Kathy Undeland Walt Hautala Cyndi Worshek
Confidential Clerical Assoc.	Gene Maki Amanda Gross Cyndi Worshek
AFSCME Local No. 2780	Kathy Undeland Rob Hill Donna Stevens
Mesabi East Administrators Assoc.	Robert Hill Amanda Gross Walt Hautala
MSHSL (2)	Rob Hill Kathy Undeland (Alt)

Systems Accountability Walt Hautala, Amanda Gross

East Range Vocational	Walt Hautala
MSBA Legislative Rep	Cyndi Worshek Walt Hautala, Alt.
Safety	Gene Maki
Staff Development	Walt Hautala
Comm. Educ. Advisory	Gene Maki
RAMS Board	Cyndi Worshek Walt Hautala, Alt.
Continuing Ed Comm.	Gene Maki
Employee Benefit	Amanda Gross
East Range Cable Comm	Rob Hill
Iron Range Youth in Action	Walt Hautala
Wellness Policy Comm	Gene Maki Robert Hill
Q-Comp	Kathy Undeland

ADJOURN: Moved by Director Maki, seconded by Director Hill to adjourn at 5:25 p.m.

All in favor ---Motion passed.

ATTEST:

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Chair

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Clerk