

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

**MINUTES OF REORGANIZATIONAL BOARD MEETING
January 8, 2018**

CALL TO ORDER: The Re-Organizational Board Meeting was called to order by Chair Walt Hautala at 5:00 p.m. on January 8, 2018 in the Robert L. Olson Conference Room, with the following in answer to roll call.

ROLL CALL:

Present: Directors Donna Stevens, Rob Hill, Walt Hautala, Gene Maki, Kathy Undeland, Cyndi Worshek

Absent: None.

PLEDGE OF ALLEGIANCE

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

All in favor---Motion passed.

Moved by Director Maki, 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 Hautala was declared Chair of the school board for 2018.

There being no further nominations, that a unanimous voice vote be cast declaring Director Hautala Chair of the School Board for 2018.

All in favor---Motion passed.

Moved 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 Worshek was declared Vice-Chair of the school board for 2018.

There being no further nominations, that a unanimous voice vote be cast declaring Director Worshek Vice-Chair of the School Board for 2018.

All in favor---Motion passed.

Moved by Director Hill, seconded by Director Maki, to nominate Donna Stevens for office of Clerk.

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

Director Stevens was declared Clerk of the school board for 2018.

There being no further nominations, that a unanimous voice vote be cast declaring Director Stevens Clerk of the School Board for 2018.

All in favor---Motion passed.

Moved by Director Maki, to nominate Kathy Undeland for office of Treasurer.

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

Director Undeland was declared Treasurer of the school board for 2018.

There being no further nominations, that a unanimous voice vote be cast declaring Director Undeland Treasurer of the School Board for 2018.

All in favor---Motion passed.

Monthly Stipend, Per Diem Allowance, Life Insurance: Moved by Director Undeland, seconded by Director Worshek, to set the year 2018 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.

Official Designations:

Board Meeting Dates: Moved by Director Undeland, seconded by Director Hill, 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 Undeland, 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 Hautala, supported by Director Hill, to designate Mesabi Daily News as the official newspaper of ISD #2711 with rates as presented.

All in favor---Motion passed.

Fund Management Authorization:

Investment Management Designee: Moved by Director Undeland, supported by Director Hill, 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 condition,

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 2018 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 Hautala, Director Maki, Director Undeland, Director Worshek, Director Stevens

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 Walter Hautala, Chairman; Donna Stevens, Clerk; and Kathy Undeland, Treasurer, by superintendent.

Attest:

Chairman

Clerk

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

All in favor---Motion passed.

Depositories: Moved by Director Worshek, supported by Director Hautala, 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 2018, and ending with the last day of December, 2018.

Institution

Northern State Bank (Aurora)

Northridge Community Credit Union (Hoyt Lakes)

Wells Fargo (Hoyt Lakes Office)

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 8th day of January, 2018, 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: Director Maki, Director Undeland, Director Worshek, Director Stevens, Director Hill, Director Hautala,

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 Maki, 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.

Money Market Savings: To authorize Mr. Gregg Allen, Superintendent and Carol Hebl, Finance Officer to make transfers to and from all Money Market Savings 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 Robert Brook (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
Policy & Program

Committee Assignments 2018

Robert Hill
Gene Maki
Donna Stevens

Business & Finance

Rob Hill
Kathy Undeland
Cyndi Worshek

Education MN
Local #1255

Kathy Undeland
Walt Hautala
Cyndi Worshek

Confidential Clerical Assoc.

Gene Maki
Donna Stevens
Cyndi Worshek

AFSCME Local No. 2780

Kathy Undeland
Rob Hill
Donna Stevens

Mesabi East Administrators
Assoc.

Robert Hill
Donna Stevens
Walt Hautala

MSHSL (2)

Rob Hill
Kathy Undeland (Alt)

Systems Accountability

Walt Hautala, Donna Stevens

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
Continuing Ed Comm.	Gene Maki
Employee Benefit	Donna Stevens
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 Hill seconded by Director Stevens to adjourn at 5:15 p.m.

All in favor---Motion passed.

ATTEST:

Chair

Clerk