

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

**MINUTES OF REORGANIZATIONAL BOARD MEETING
January 9, 2023**

CALL TO ORDER: The Re-Organizational Board Meeting was called to order by Chair Walt Hautala at 5:00 p.m. on January 9, 2023 in Board Room 204 with the following in answer to roll call.

ROLL CALL:

Present: Directors Justin Adams, Amanda Gross, Walt Hautala, Pamela LaFrenier, Kathy Undeland, Superintendent Jeff Burgess

Absent: Director Chris Baudhuin

PLEDGE OF ALLEGIANCE

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

All in favor---Motion passed.

Oath of Office: Directors Gross, Hautala and Adams have accepted their oath of office and have provided signatures on Oath.

Election of Board Officers:

Chair: Director Gross nominated Walt Hautala for the office of Chair. There being no further nominations, a vote by show of hands was taken with the following results: Director Walt Hautala was declared Chair of the school board for 2023.

All in favor---Motion passed.

Vice Chair: Director LaFrenier nominated Pamela LaFrenier for the office of Vice Chair. There being no further nominations, a voice vote was taken with the following results: Director Pamela LaFrenier was declared Vice-Chair of the school board for 2023.

All in favor---Motion passed.

Clerk: Director LaFrenier nominated Kathy Undeland for the 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 2023.

All in favor---Motion passed.

Treasurer: Director Undeland nominated Director Amanda Gross for the office of Treasurer. There being no further nominations, a voice vote was taken with the following results: Director Amanda Gross was declared Treasurer of the school board for 2023.

All in favor---Motion passed.

Monthly Stipend, Per Diem Allowance, Life Insurance: Moved by Director Gross, seconded by Director LaFrenier, to set the year 2023 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 Hautala, seconded by Director Undeland, 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 Undeland, seconded by Director Gross, 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 Undeland, to designate Mesabi Tribune 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 LaFrenier, 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 Business Manager be authorized to use his/her discretion in the investment of school funds for the 2023 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 Gross, Director Hautala, Director LaFrenier, Director Undeland, Director Adams

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 Gross, supported by Director Adams, 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: Kathleen Undeland, Clerk; and Amanda Gross, Treasurer, by superintendent.

Attest:

Chairman Clerk

On vote being taken thereon, the following voted in favor thereof: Director Hautala, Director LaFrenier, Director Undeland, Director Adams, Director Gross

and the following voted against the same: None.

whereupon said resolution was declared.

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

Transfer of Funds: That Pam Zahn and Jeff Burgess be authorized to make electronic payments of school monies and transfer funds between school accounts. Janel Leete be authorized to make electronic payments to the Park State Bank Retiree account and transfer from the Retiree to the Operating account.

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 Pam Zahn be authorized to access all district accounts on-line through internet banking. Janel Leete be authorized to access Park State Bank Operating and Retiree accounts.

Depositories: Moved by Director LaFrenier, supported by Director Gross, 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 2023, and ending with the last day of December, 2023.

Institution

Northern State Bank (Aurora)

Northridge Community Credit Union (Hoyt Lakes)

Park State 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 9th day of January, 2023, 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 LaFrenier, Director Undeland, Director Adams, Director Gross, Director Hautala

Nayes: None --- Motion passed.

District Depositories: Moved by Director LaFrenier, supported by Director Gross, 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 LaFrenier, supported by Director Gross, to approve the following as signatories:

MN Trust (PMA Financial Network): To authorize Jeff Burgess, Superintendent and Pam Zahn, Business Manager to make transfers to and from Minnesota Trust (PMA) and serve as signatories.

Scholarship: To authorize Jeff Burgess, Superintendent and Pam Zahn, Business Manager to make transfers to and from Scholarship Account, and serve as signatories.

Local Operating Bank: To authorize Jeff Burgess, Superintendent and Pam Zahn, Business Manager to make transfers to and from the business checking and CD accounts with Park State Bank, and serve as signatories.

Retiree Account: To authorize Jeff Burgess, Superintendent, Janel Leete, Payroll and Benefits Manager and Pam Zahn, Business Manager to make transfers to and from the Retiree Insurance Account with Park State Bank, and serve as signatories.

Health Insurance Pool Account: To authorize Jeff Burgess, Superintendent, Janel Leete, Payroll and Benefits Manager and Pam Zahn, Business Manager to make transfers to and from MN Trust checking account and serve as signatories and to authorize David Kushel (BCBS Claims Manager) to transfer only from MN Trust (PMA) Health Insurance account.

Payroll Activity: To authorize Jeff Burgess, Superintendent and Pam Zahn, Business Manager 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 for 2023:

Policy & Program	Pamela LaFrenier Chris Baudhuin Amanda Gross
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Business & Finance	Pamela LaFrenier Kathy Undeland Justin Adams
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Education MN Local #1255	Kathy Undeland Walt Hautala Justin Adams
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Confidential Clerical Assoc.	Pamela LaFrenier Amanda Gross Justin Adams
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AFSCME Local No. 2780	Kathy Undeland Chris Baudhuin Amanda Gross
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Mesabi East Administrators Assoc.	Chris Baudhuin Amanda Gross Walt Hautala
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MSHSL (2)	Kathy Undeland Chris Baudhuin (Alt)
Systems Accountability	Walt Hautala, Amanda Gross Chris Baudhuin
MSBA Legislative Rep	Walt Hautala Justin Adams, Alt.
Safety	Amanda Gross
Staff Development	Walt Hautala
Comm. Educ. Advisory	Pamela LaFrenier
RAMS Board	Pamela LaFrenier Kathy Undeland, Alt.
Continuing Ed Comm.	Pamela LaFrenier
Employee Benefit	Amanda Gross
Iron Range Youth in Action Wellness Policy Committee	Walt Hautala Pamela LaFrenier Amanda Gross
Q-Comp	Kathy Undeland
Meet and Confer	Justin Adams
Greenhouse	Walt Hautala Kathy Undeland
Building and Grounds	Justin Adams Chris Baudhuin
Youth Activities	Chris Baudhuin Justin Adams

Adjournment: Moved by Director Gross seconded by Director Undeland to adjourn at 5:33 p.m.

All in favor --- Motion passed.

ATTEST:

Chair

Clerk