INDEPENDENT SCHOOL DISTRICT NO. 625
Saint Paul, Minnesota
REGULAR MEETING OF THE BOARD OF EDUCATION
Administration Building
360 Colborne Street

January 8, 2019
6:00 PM

A G E N D A

I. **CALL TO ORDER**

II. **ROLL CALL**

III. **APPROVAL OF THE ORDER OF THE MAIN AGENDA**

IV. **ELECTION OF OFFICERS**

- A. Chair - Board of Education
- B. Vice Chair - Board of Education
- C. Clerk - Board of Education
- D. Treasurer - Board of Education

V. **ANNUAL MEETING ACTION ITEMS** 2

- A. Appointment of the Assistant Treasurer
- B. Appointment of the Assistant Clerk
- C. Resolution Naming Depository Accounts
- D. Resolution Naming Banks as Custodians for Safekeeping of Collateral
- E. Resolution Authorizing Investments of School District Funds
- F. Resolution Naming Brokerage Accounts
- G. Resolution Authorizing Entry into Joint Purchasing Agreements
- H. Resolution Naming the Official Newspaper
- I. Resolution to Adopt and Confirm All Policies Contained in the SPPS Policy Manual

VI. **ADJOURNMENT**

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 8, 2019

TOPIC: Appointment of the Assistant Treasurer

A. PERTINENT FACTS:

1. The Board of Education annually appoints an Assistant Treasurer of the school district.

2. The Assistant Treasurer has the authority to sign appropriate documents in the absence of the Board Treasurer as well as other assigned duties.

3. This meets the District Strategic Initiative: Allocate resources more strategically.

4. This item is submitted by Joe Gothard, Superintendent.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming Marie Schrul, Chief Financial Officer, as the Assistant Treasurer of Independent School District No. 625 for the year 2019.

Board File No._____

Date_____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education

Saint Paul Public Schools

APPOINTMENT OF ASSISTANT TREASURER

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith appoints Marie Schrul, Chief Financial Officer, as the Assistant Treasurer of this school district for 2019.

Adopted January 8, 2019

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CHAIR Board of Education

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CLERK Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 8, 2019

TOPIC: Appointment of the Assistant Clerk

A. PERTINENT FACTS:

1. The Board of Education annually appoints an Assistant Clerk of the school district.

2. The Assistant Clerk has the authority to sign appropriate documents in the absence of the Board Clerk as well as other assigned duties.

3. This meets the District Strategic Initiative: Allocate resources more strategically.

4. This item is submitted by Joe Gothard, Superintendent.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming Sarah Dahlke as the Assistant Clerk of Independent School District No. 625 for the year 2019.

Board File No._____

Date_____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education

Saint Paul Public Schools

APPOINTMENT OF THE ASSISTANT CLERK

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith appoints Sarah Dahlke as the Assistant Clerk of this school district for 2019.

Adopted January 8, 2019

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CHAIR Board of Education

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CLERK Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 8, 2019

TOPIC: Resolution Naming Depository Accounts

A. PERTINENT FACTS:

1. Minnesota Statutes require the Board of Education to name at its annual organizational meeting the banks that are to serve as depositories for school district funds.

2. This meets the District Strategic Initiative: Allocate resources more strategically.

3. This item is submitted by Marie Schrul, Chief Financial Officer.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming the banks that are to serve as depositories of school district funds for the year 2019.

Board File No._____

Date_____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education

Saint Paul Public Schools

RESOLUTION NAMING DEPOSITORY ACCOUNTS

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it hereby authorizes, approves and designates the following listed banks as depositories for school district funds, according to the terms and provisions of this resolution and the requirements contained in Minnesota Statutes, Chapter 118A.

Bank of America
US Bank
US Bank Trust
Wells Fargo

BE IT FURTHER RESOLVED, that the Treasurer and Assistant Treasurer shall deposit the funds of said school district in said depositories according to provisions of the above statutes and in accordance with the provisions of this resolution.

BE IT FURTHER RESOLVED, that the funds of said school district are to be deposited in the depositories as follows:

BANK OF AMERICA
Workers Compensation Petty Cash

US BANK
1. General Operating and Community Service Funds
2. Construction Funds
3. Debt Service Funds
4. Nutrition Service Operating Funds
5. Select Account
6. Certificates of Deposit
7. School Food Service Petty Cash

Adopted___January 8, 2019_____

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CHAIR Board of Education

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CLERK Board of Education

US BANK TRUST
1. Bond Proceeds

WELLS FARGO
Other Post Employment Benefits (OPEB) Revocable Trust

BE IT FURTHER RESOLVED, that the above named Banks, (hereafter called "Banks") are hereby designated as a depository of this Organization and that a checking or deposit account be opened and maintained in the name of this Organization with said Bank and that all checks, drafts or other orders for the payment of money from said account be signed by the facsimile signatures of the corporate officers and physical signatures of two designated individuals (Superintendent, Chief Financial Officer, Chief of Staff, Controller, Accountant 4, or Senior Budget Analyst) when checks exceed $25,000. The signature cards shall stipulate these signing agreements. The Treasurer and Assistant Treasurer are authorized to endorse all notes, drafts, checks, bills, certificates of deposit or other items payable to or owned or held by this Organization for deposit in said account or for collection or discount by said Bank; and to accept drafts and other items payable at said Bank and to waive protest of any check, note, bill or other item made, drawn or endorsed by or to the order of this Organization.

BE IT FURTHER RESOLVED, that the Bank is hereby directed to accept and pay without further inquiry any note, draft or check against said account bearing the signature or signatures of authorized officers even though drawn or endorsed to the order of any officer signing the same or tendered by such officer for cashing or in payment of the individual obligation of such officer or for deposit to his personal account and the Bank shall not be required or be under any obligation to inquire as to the circumstances of the issue or use of any item signed in accordance with the foregoing resolution, or the application, or disposition of such item or the proceeds thereof.

FURTHER RESOLVED, that the Assistant Clerk shall certify to said Bank the names of the presently duly elected and qualified officers of the organization and shall from time to time hereafter, as changes in the personnel of said officers are made, immediately certify such changes to the Bank and the Bank shall be fully protected in relying on such certifications of the Assistant Clerk and shall be indemnified and saved harmless from any claims, demands, expenses, loss or damage resulting from or growing out of honoring the signature of any officer so certified or for refusing to honor any signature not so certified.

FURTHER RESOLVED, that the foregoing resolutions shall remain in full force and effect until written notice of their amendment or rescissions shall have been received by Bank and that receipt of such notice shall not affect any action taken by Bank prior thereto; and

FURTHER RESOLVED, that the Assistant Clerk be, and he/she is hereby authorized and directed to certify to said Bank the foregoing resolutions and that the provisions thereof are in conformity with the constitution, articles, rules and by-laws of this Organization.

I further certify that the following are the names and official signatures of the present officers and designated signers of this Organization:

OFFICER	NAME	SIGNATURE
Chair		
Clerk		
Treasurer		
Superintendent	Joe Gothard	
Chief of Staff	Cedrick Baker	
Chief Financial Officer	Marie Schrul	
Controller	Arleen Schilling	
Accountant 4	Beth Ann Richter	
Senior Budget Analyst	Kimberly Cordes-Sween	

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of the organization, this ___8th__ day of __January_____, 2019___.

	Sarah Dahlke
Attest	Assistant Clerk

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 8, 2019

TOPIC: Resolution Naming Banks as Custodians for Safekeeping of Collateral

A. PERTINENT FACTS:

1. This resolution names the banks that can be used to hold the collateral that has been pledged as security for the school district bank deposits.

2. This meets the District Strategic Initiative: Allocate resources more strategically.

3. This item is submitted by Marie Schrul, Chief Financial Officer.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming the banks that are to be used as custodians for safekeeping of pledged security for school district deposits.

Board File No._____

Date_____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education

Saint Paul Public Schools

RESOLUTION NAMING BANKS AS CUSTODIANS FOR SAFEKEEPING OF COLLATERAL

WHEREAS, to the extent that funds deposited are in excess of available federal deposit insurance, the school district shall require the financial institution to furnish collateral security or a corporate surety bond executed by a company authorized to do business in the state, and

WHEREAS, M.S.A. 118A.01-118A.03 governing the depositories of the public funds states that "all collateral shall be placed in safekeeping in a restricted account at a Federal Reserve Bank or in an account at a trust department of a commercial bank or other "financial institution" and "the selection shall be approved by the government entity" and

WHEREAS, the collateral pledged remains under the control of the Assistant Treasurer of the school district; now, therefore

BE IT RESOLVED, that upon the recommendation of the Assistant Treasurer, banks designated as depositories of school district funds shall be permitted to designate any one of the following named banks to act as custodians for safekeeping of the collateral pledged to secure school district deposits; provided, however, that no collateral furnished by any depository bank shall ever be held by such bank:

1. Bank of New York
2. Bankers Trust New York
3. The Federal Reserve Bank of Minneapolis
4. The First National Bank of Chicago
5. J.P. Morgan Chase Bank
6. Morgan Stanley
7. UBS Financial Services, Inc.
8. US Bank
9. US Bank Trust
10. Wells Fargo

Adopted_____January 8, 2019_____

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CHAIR Board of Education

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CLERK Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 8, 2019

TOPIC: Resolution Authorizing Investments of School District Funds

A. PERTINENT FACTS:

1. This is an annual resolution passed by the Board of Education authorizing the Assistant Treasurer to invest surplus school district funds from time to time, as provided by Minnesota Statutes and the School Board Investment Policy.

2. This meets the District Strategic Initiative: Allocate resources more strategically.

3. This item is submitted by Joe Gothard, Superintendent.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution that herewith authorizes the Assistant Treasurer to invest surplus funds of the school district from time to time, as provided in Minnesota Statutes and the School Board Investment Policy.

Board File No._____

Date_____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education

Saint Paul Public Schools

RESOLUTION AUTHORIZING INVESTMENTS OF SCHOOL DISTRICT FUNDS

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith authorizes the Assistant Treasurer to invest surplus funds of the District from time to time, as provided in provisions of the Minnesota Statutes and the School Board Investment Policy.

Adopted January 8, 2019

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CHAIR Board of Education

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CLERK Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 8, 2019

TOPIC: Resolution Naming Brokerage Accounts

A. PERTINENT FACTS:

1. Minnesota Statutes require the Board of Education to name at its annual organizational meeting the brokerage firms that are to handle the purchase and sale of securities and other property.

2. This meets the District Strategic Initiative: Allocate resources more strategically.

3. This item is submitted by Marie Schrul, Chief Financial Officer.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming the brokerage firms that are to handle the purchase and sale of securities and other property.

Board File No._____

Date_____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education

Saint Paul Public Schools

RESOLUTION NAMING BROKERAGE ACCOUNTS

BE IT RESOLVED, by the Board of Education of Independent School District No. 625 (Corporation), to open with US Bank, Wells Fargo and PFM Asset Management LLC , its successor firms, subsidiaries, correspondents or affiliates ("US Bank, Wells Fargo and PFM") brokerage accounts for the purchase and sale of securities and other property. "Securities" means, but is not limited to money, stocks, bonds, options including stock index options, interest rate options, foreign currency options and other securities and property.

BE IT RESOLVED, that the Corporate Officers names in the spaces below are authorized to act on behalf of the Corporation with respect to opening an account, to execute on behalf of the Corporation any and all relevant documents, including, but not limited to documents granting a limited or general power of attorney that delegate authority (including discretionary authority) over the account, margin agreements and/or option agreements and to deal with US Bank, Wells Fargo and PFM in connection with all aspects of said account individually, with no limits as to the amount (hereinafter called "Authorized Person.")

OFFICER	NAME	SIGNATURE
Superintendent	Joe Gothard	
Chief of Staff	Cedrick Baker	
Chief Financial Officer	Marie Schrul	

Adopted January 8, 2019

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CHAIR Board of Education

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CLERK Board of Education

BE IT FURTHER RESOLVED, that US Bank, Wells Fargo and PFM are authorized to deal with each Authorized Person individually, including anyone granted a limited or general power of attorney or delegated discretionary authority from any Authorized Person. (US Bank, Wells Fargo and PFM Investment Executives may be granted a limited power of attorney for trading purposes only.) From any such Authorized Person of the Corporation, without further inquiry as to his or her authority, US Bank, Wells Fargo and PFM may: accept all order for purchases, sales and distributions requested; follow instructions given verbally or in writing; receive any funds, securities or other property for the account of the Corporation; extend loans in connection with the maintenance of a margin account or US Bank, Wells Fargo and PFM Credit Line (if applicable); effect BankCard transactions in connection with the Corporation's account (if applicable), including use of Bank One's Line of Credit in connection with the MasterCard Business Card or Gold MasterCard; honor written instructions from any Authorized Person to write checks against the Corporation's account; send all confirmations, notices, demands, statements and other communications to the Authorized Person and to the Corporation; and US Bank, Wells Fargo and PFM will honor all written instructions from any individual Authorized Person to deliver in any manner or any name, including but not limited to bearer form and street certificates, any funds, securities or other property held for the account of the Corporation, attention: Marie Schrul, Chief Financial Officer, 360 Colborne Street, Saint Paul, MN 55102.

BE IT FURTHER RESOLVED, that any withdrawals of money, check writing, BankCard purchases (if applicable) and other non-brokerage transactions including but not limited to obtaining letters of credit and other types of credit facilities made on behalf of the Corporation with US Bank, Wells Fargo and PFM are ratified, confirmed and approved and that US Bank, Wells Fargo and PFM are authorized to rely upon the authority conferred by these resolutions until US Bank, Wells Fargo and PFM receive a certified copy of resolutions of the Corporation's Board of Directors revoking or modifying these resolutions. In the event that US Bank, Wells Fargo and PFM , for any reason, is uncertain as to the continuing effectiveness of the authority conferred by these resolutions or any other resolutions of the Corporation, US Bank, Wells Fargo and PFM may refrain from taking any action with respect to this account until such time as it is satisfied as to its authority and US Bank, Wells Fargo and PFM shall be indemnified against and held harmless from any claims, demands, expenses, loss or damage, including legal fees and costs, resulting from or arising out of its refraining from taking any action.

BE IT FURTHER RESOLVED, that the Corporation elects Cash Account.

IN WITNESS WHEREOF, I have hereunto subscribed by name and affixed the seal of the organization, this 8th day of January, 2019.

	Sarah Dahlke
Attest	Assistant Clerk

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 8, 2019

TOPIC: Resolution Authorizing Entry into Joint Purchasing Agreements

A. PERTINENT FACTS:

1. Minnesota Statute 471.59 authorizes governmental units to make cooperative purchases. In order to enjoy the mutual benefits of these cooperative purchases, the governing bodies of the units must first enter into a joint purchasing agreement.

2. In an effort to further collaboration and to enhance the District's buying power, the Purchasing and Contract Services Department wishes to continue to have the opportunity to participate in cooperative purchases, bids and contracts with school districts, counties, and other purchasing cooperatives, attached are some of those entities.

3. This is no cost to the district.

4. This project will meet the District Strategic Initiative: Allocate resources more strategically.

5. This item is submitted by Jamie Atkins, Purchasing Manager and Marie Schrul, Chief Financial Officer.

B. RECOMMENDATION:

That the Board of Education authorize the administration to continue current joint cooperative purchase agreements and to enter into other various Joint Cooperative Purchasing Agreements as deemed necessary.

DATE: January 8, 2019
TOPIC: Authorization to Enter into Joint Purchase Agreements

Anoka County
Anoka-Hennepin ISD #11
AEPA-Assn of Educational Purchasing Agencies
Bloomington ISD #271
Burnsville, Eagan, Savage ISD #191
BuyBoard National Purchasing Cooperative
Carver County
CESA–Purchasing Coop Education Service Agency
Chaska ISD #112
City of Minneapolis
City of Red Wing
City of Saint Paul
Cooperative Purchasing Connection
Dakota County
E & I-Education & Institutional Coop Service Inc
Edina ESD #273
Elk River ISD #728
Farmington ISD #192
Forest Lake ISD #831
Go Green Communities
GSA-General Services Administration
Hastings ISE #200
Hennepin County
Higher Education Card Consortium
Intermediate District #287
Intermediate District #917
Lakes County Service Cooperative
Lakeville ISD #194
Mahtomedi ISD #832
Metro ECSU
MHEC-Midwestern Higher Education Compact
MICTA
Minneapolis Special School District #1
Minnesota Cooperative Purchasing Venture
Minnesota Service Cooperative
Minnesota State Colleges & Universities
Minnetonka ISD #276
Mounds View ISD #621
National Assn. of State Procurement Officials
National Cooperative Purchasing Alliance
National Inter-Governmental Purchasing Alliance
National Joint Powers Alliance
National School Boards Association
N Saint Paul-Maplewood-Oakdale ISD #622
Northeast Metro School District 916
Northeast Service Cooperative
Northwest Service Cooperative
Olmsted County
Orono ISD #278
Osseo ISD #279
Owatonna ISD #761
Prior Lake-Savage Area ISD #719
Public Sourcing Solutions
Purchasing Solutions Alliance
Ramsey County
Robbinsdale Area Schools ISD #196
Rochester ISD #535
Rockford ISD #883
Rosemount Eagan Apple Valley ISD #196
Roseville Area Schools #623
Saint Cloud ISD #742
Saint Louis Park ISD #283
Saint Paul-Maplewood-Oakdale ISD #622
Scott County
Sherburne County
South Central Service Cooperative
South Washington Cty School Dist. #833
Southeast Service Cooperative
Spring Lake Park #16
St. Francis ISD #15
St. Louis County
State of Illinois, Central Management Services
State of Minnesota
State of Wisconsin
Stearns County
Stillwater ISD #834
SW/WC Service Cooperative
Sweatfree Purchasing Consortium
The Cooperative Purchasing Network
U.S. Communities
United States General Services Administration
University of Minnesota
Value-Volume Acquisition & Large Uniform Expenditures
Washington County
Wayzata ISD #284
W Saint Paul-Mendota Hgts-Eagan ISD #197
Western State Contracting Alliance
White Bear Lake ISD #624
Wisconsin Association for Public Procurement
Wright County

Board File No._____

Date_____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education

Saint Paul Public Schools

RESOLUTION AUTHORIZING COOPERATIVE PURCHASING AGREEMENTS

BE IT RESOLVED, by the Board of Education of Independent School District No. 625 (Corporation) that under Minnesota Statute 471.59 authorizing governmental units to make cooperative purchases, does, in order to enjoy the mutual benefits of these cooperative purchases and to further collaborate and enhance the District's buying power, authorize administration to continue current joint cooperative purchase agreements and to enter into other various Joint Cooperative Purchasing Agreements as deemed necessary.

Adopted January 8, 2019

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CHAIR Board of Education

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CLERK Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 8, 2019

TOPIC: Resolution Naming the Official Newspaper

A. PERTINENT FACTS:

1. Minnesota Statutes require the Board of Education to name annually the official newspaper of the School District.

2. This meets the District Strategic Initiative: Allocate resources more strategically.

3. This item is submitted by Marie Schrul, Chief Financial Officer.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution naming the Saint Paul Legal Ledger Capitol Report as the official newspaper of the School District.

Board File No._____

Date_____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education

Saint Paul Public Schools

RESOLUTION NAMING THE OFFICIAL NEWSPAPER

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that the SAINT PAUL LEGAL LEDGER CAPITOL REPORT is herewith approved as the official newspaper of the school district.

Adopted January 8, 2019

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CHAIR Board of Education

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CLERK Board of Education

INDEPENDENT SCHOOL DISTRICT NO. 625
BOARD OF EDUCATION
SAINT PAUL PUBLIC SCHOOLS

DATE: January 8, 2019

TOPIC: Resolution to Adopt and Confirm All Policies Contained in the Board Policy Manual

A. PERTINENT FACTS:

1. It has been the policy of the Board of Education to confirm and readopt annually all policies contained in the Board Policy Manual.

2. This meets the District Strategic Plan Initiatives.

3. This item is submitted by Joe Gothard, Superintendent.

B. RECOMMENDATION:

That the Board of Education approve the attached resolution confirming and adopting all policies contained in the Board Policy Manual.

Board File No._____

Date_____

INDEPENDENT SCHOOL DISTRICT NO. 625

Board of Education

Saint Paul Public Schools

RESOLUTION TO ADOPT AND CONFIRM ALL POLICIES CONTAINED IN THE BOARD POLICY MANUAL

BE IT RESOLVED, by the Board of Education of Independent School District No. 625, that it herewith confirms and readopts all policies contained in the Board Policy Manual.

Adopted January 8, 2019

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CHAIR Board of Education

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CLERK Board of Education