

## **Business Committee - Regular School Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, June 21, 2016

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

6:30 PM

### **1. Financial Report**

A. Financial Report

B. Approval of Payment of Claims

This item is attached as an "extra".

C. Budget Revisions

D. Wire Transfers

E. Investment Transactions

F. APU Projections

G. Fundraisers

### **2. Bids, R.F.P.s and Quotes Reports**

A. Bids

B. R.F.P.s

1) RFP - 304 - East High School Annual Yearbook

Request for Proposals for Annual Yearbooks were advertised and sent to four (4) known vendors. Jostens has been successful in providing local representation with quality service over the past fifteen (15) years.

Recommendation: It is recommended that the Duluth School Board approve the RFP proposal from Jostens for the period July 1, 2016 through June 30, 2020, with annual renewals by mutual agreement.

2) RFP - 305- Denfeld High School Annual Yearbook

Request for Proposals for Annual Yearbooks were advertised and sent to four (4) known vendors. Jostens has been successful in providing local representation with quality service over the past fifteen (15) years.

Recommendation: It is recommended that the Duluth School Board approve the RFP proposal from Jostens for the period July 1, 2016 through June 30, 2020, with annual renewals by mutual agreement.

C. Quotes

1) Quote #4239 – Refuse Removal and Recycling Services

Quotes were solicited from two contractors for the District-wide Refuse Removal and Recycling Services. It is recommended the Duluth School Board approve entering into a contract with Waste Management based on their quote with an estimated value of \$69,299.49.

Recommendation: It is recommended that the Duluth School Board approve entering into a contract with Waste Management for a total estimated value of \$69,299.49 for the Period July 1, 2016 through June 30, 2017. It is also recommended that the Duluth School Board approve two additional contract extensions through June 30, 2019, if the amount is determined acceptable by the Director of Business Services and the Property and Risk Manager.

2) Quote #4240 – Carpentry Labor

Quotes were solicited from eight (8) contractors for the District-wide Carpentry Labor. Two quotes were received in response to the School District's request for quotes covering the period from July 1, 2016 through June 30, 2017. Donald Holm Construction Company, Inc., 3211 West 3rd Street, Duluth, MN 55806 submitted the lowest responsible quote with an estimated value of \$28,137.00.

Recommendation: It is recommended the Duluth School Board approve entering into a contract with Donald Holm Construction Company, Inc. for a total estimated value of \$28,137.00. It is further recommended the Duluth School Board approve two (2) additional contract extension options through June 30, 2019, if the amount is determined acceptable by the Director of Business Services and the Property and Risk Manager.

**3. Policies and Regulations**

A. New Policy 708 - Transportation of Nonpublic School Students

Attached is MSBA model policy 708 - Transportation of Nonpublic School Students for the first reading. There is no corresponding current policy that correlates with this new policy.

Recommendation: It is recommended that the Duluth School Board approve Policy 708 for the first reading.

B. New Policy 711- Video Recording on School Buses

Attached is MSBA model policy 711 - Video Recording on School Buses for the first reading. There is no corresponding current policy that correlates with this new policy.

Recommendation: It is recommended that the Duluth School Board approve Policy 711 for the first reading.

**4. Contracts, Change Orders, and Leases**

A. Contracts

1) Duluth Heritage Sports Center Renewal

Attached is an extension to the Second Addendum to the Program Agreement from September 1, 2016 to June 30, 2017 without any additional changes in the terms and conditions defined within that agreement. Also attached is a similar extension for the Duluth Amateur Hockey Association that requires our consent.

Recommendation: It is recommended that the Duluth school Board approve renewing the contract with the Duluth Heritage Sports Center, and approve the consent required for the DAHA renewal.

2) Contract to Purchase/Lease Vehicles for Drivers Education Program - Freeway Auto Center, LLC

Attached is an example for three vehicles to be used in the District's Driver's Education program. This agreement will have a three year cost of approximately \$33,024.

Recommendation: It is recommended that the Duluth School Board approve these purchase/lease agreements with Freeway Auto Center, LLC in the approximate amount of \$33,024. The school Board also authorizes the CFO/Executive Director of Business Services to sign and process all necessary documents.

B. Change Orders

1) **PLACEHOLDER - Related to Facilities Projects**

C. Leases

5. **Resolutions**

A. B-6-16-3375- Acceptance of Donations to Duluth Public Schools.

Recommendation: It is recommended that the Duluth School Board approve Resolution B-6-16-3375.

B. B-6-16-3376- Adoption of FY 17 Budget

Recommendation: It is recommended that the Duluth School Board approve Resolution B-6-16-3376.

C. B-6-16-3377 - Minnesota State High School League (MSHSL) Resolution for Membership

Recommendation: It is recommended that the Duluth School Board approve Resolution B-6-16-3377 - Minnesota State High School League (MSHSL) Resolution for Membership.

D. B-6-16-3378- Resolution Authorizing the Issuance of Full Term Refunding Certificates of Participation, Series 2016A

Recommendation: It is recommended that the Duluth School Board approve Resolution B-6-16-3378.

E. B-6-16-3381 - Playground Rubber Mulch Replacement

Recommendation: It is recommended that the Duluth School Board approve resolution B-6-16-3381.

F. **PLACEHOLDER - Sale of Property**

6. **Informational - These items are provided for informational purposes only and no action is required.**

A. Expenditure Contracts

Superintendent Gronseth or the CFO/Executive Director of Business and Finance has signed the following contracts during the month of May 2016.

B. Revenue Contracts

Superintendent Gronseth or the CFO/Executive Director of Business and Finance has signed the following contracts during the month of May 2016.

C. Other Contracts

Superintendent Gronseth or the CFO/Executive Director of Business and Finance has signed the following contracts during the month of May 2016.

D. Change Orders Signed-None

E. Facilities Management & Capital Project Status Report

7. **Future Items**

A. Property/Liability/Auto Insurance Renewal

B. Policy Updates