

Business Committee-Jackie Set Up

Friday, July 1, 2016 6:30 PM

Historic Old Central High School - Board Room, 2nd Floor, 215 N 1st Ave E,
Duluth, MN 55802

1. Financial Report

A. Financial Report

*****The financial reports are 2 months behind
**Go the the Business Monthly Reports Folder to
get attachments
**These you need to print off and scan in as
they are in color and won't show up when the
report is printed...then save the Pdf scan in
the same folder for your attachment
These get recycled after the meeting*

B. Approval of Payment of Claims

This item is attached as an "extra".

*****This gets attached to the Extra Tab and is
one month behind
**Go to the Business Monthly reports to get
attachment
**You will need to print 3 copies (back to
back). - give 2 copies to Melinda and put one
copy in your bound book pile in the closet.
You will also need to email Melinda a copy of
it.
***You will do this at the same time that
you submit the BC Report the first time***

C. Budget Revisions

*****The budget reports are 2 months behind
**Go the the Business Monthly Reports Folder to
get attachments
These get recycled after the meeting*

D. Wire Transfers

*****The Wire Transfer reports are 2 months behind
**Go the the Business Monthly Reports Folder to
get attachments
These get recycled after the meeting*

E. Investment Transactions

*****Bill will email this to you
**Save it in your Superintendent/Business
Folder for that month
These get recycled after the meeting*

F. APU Projections

*****Kateri will email this to you
**Save it in your Superintendent/Business
Folder for the month***

G. Fundraisers

*****These will come in during the month and you***

*will enter them as they come in
**Have Bill review and sign
**Enter these onto the "Fundraisers" list on
Superintendent/Business for the month
**After they are approved at the board meeting
you will stamp the forms approved and return
them to the originators*

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

***These will generally come from Facilities or
Purchasing, they will have a cover memo that
describes the item and you will use this
information to describe the item. You can look
back on old reports for help with wording.
**Save the backup (sometimes it comes
electronic and sometimes you have to scan it
in) to your Superintendent/Business for the
month
**Once they are approved at the board meeting
stamp them approved and return to the
originator*

A. Bids

- 1) **PLACEHOLDER** - Bid 1253 - Snow Plowing Services
Bid Due July 14, 2016 at 2:00 PM - This would
not be included in the committee report OR the
final book!

B. R.F.P.s

- 1) **RFP - ????** - Civil Design for Public Road on
Central High Property
- 2) **RFP - ????** - Playground Rubber Removal and
Reconstruction Design

C. Quotes

3. Policies and Regulations

***You will be putting one or two policies on
the report FOREVER (LOL) until all the policies
have been updated/moved to the MSBA Policy
Manual.
**You will ask Bill what policies he would like
on each month
**The policies are in the binder in the flipper
cabinet
**Policies require two readings by the board so
they will be on two months in a row
**Once the policy is accepted (after the second
reading) you need to do the final update to the
policy and get it to Melinda for final posting
(we will go over this)*

A. New Policy 708 - Transportation of Nonpublic School Students

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

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

4. Contracts, Change Orders, and Leases

A. Contracts

*****These are the contracts that are over \$25,000 and require school board approval/signature***

*****Give the contract to Bill to review and when it is returned make a copy for the report and put the original in the board signature folder for signature at the board meeting where they are approved***

*****Once signed return to the originator for final signatures and ask for a fully completed copy for your files***

1) Fuelededucation

Attached is a contract with Fuelededucation for online educational products and services in the amount of \$30,000.00 for the period August 13, 2016 through August 31, 2017.

2) PLACEHOLDER - Workers' Compensation and Property Liability Insurance Policies and Premium Designation

B. Change Orders

*****These will generally come from***

facilities...one in awhile from purchasing

*****They usually have the preferred wording on***

their cover memo for you to use for the report

*****After they are approved stamp and return to originator***

1) PLACEHOLDER - Related to Facilities Projects

C. Leases

*****These can come from just about anywhere and***

will be over \$25,000 and require board approval

*****Give them to Bill to review***

*****Make a copy for your report***

*****Put original in the board signature folder to sign after the board meeting***

*****Once approved send back to originator for final signatures and ask for a final copy for your files***

5. Resolutions

*****These can come from several areas***

*****You will go to Superintendent/Resolutions to find your resolution numbers***

*****There will be a donations resolution each month***

******You will be entering these onto your donations spreadsheet as these come in and then***

transferring the info to the resolution at the end of the month

*****You will use a mail merge program to send thank you letters out after they are approved and you will file the resolution and the originals in your donations file**
****There are several resolutions that repeat every year and there is a list of those in your tickler and in the back of your committee folder**
****Once the Resolutions are approved you can stamp a copy and send to originator**

- A. B-7-16-???- Acceptance of Donations to Duluth Public Schools.
- B. **PLACEHOLDER** - B-7-16-????- Issue Bond Refundings
- C. **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 June 2016.

****These will be coming in during the month - these are under \$25,000 and Bill can sign**
****Attach a yellow sheet and give to Bill to sign**
****When he signs them you can enter them on your Expenditure contracts list on Superintendent/Business for the month**
****Make a copy and send the original back to the originator**
****Put the copy into your committee folder**
****At the end of the month scan all the contracts in for backup as one document**
******Make sure to black out any social security numbers or Student Names**
****After the board meeting send a stamped copy to the originator and file one copy in your legal files (You will have 2 copies - one from the committee report and then one from the final report)**

B. Revenue Contracts - None

****These will be coming in during the month - these are under \$25,000 and Bill can sign**
****Attach a yellow sheet and give to Bill to sign**
****When he signs them you can enter them on your Expenditure contracts list on Superintendent/Business for the month**
****Make a copy and send the original back to the originator**
****Put the copy into your committee folder**
****At the end of the month scan all the**

contracts in for backup as one document
*****Make sure to black out any social security numbers or Student Names*
***After the board meeting send a stamped copy to the originator and file one copy in your legal files (You will have 2 copies - one from the committee report and then one from the final report)*

C. Other Contracts - None

***These will be coming in during the month - these are under \$25,000 and Bill can sign*
***Attach a yellow sheet and give to Bill to sign*
***When he signs them you can enter them on your Expenditure contracts list on Superintendent/Business for the month*
***Make a copy and send the original back to the originator*
***Put the copy into your committee folder*
***At the end of the month scan all the contracts in for backup as one document*
*****Make sure to black out any social security numbers or Student Names*
***After the board meeting send a stamped copy to the originator and file one copy in your legal files (You will have 2 copies - one from the committee report and then one from the final report)*

D. Change Orders Signed-None

***These will come from facilities....it is usually just a memo with a listing of any change orders*
***Save in Superintendent/Business folder for the month*
***Stamp the original after the meeting and send it back to them*

E. Facilities Management & Capital Project Status Report

***The report will come from facilities*
***Save in Superintendent/Business for the Month*
***After the meeting stamp the original and return it to them*

7. Future Items

***These will come from the agenda setting meeting*

A. Property/Liability/Auto Insurance Renewal

B. Policy Updates

8. Backup

A. *Save all backup for your report to your monthly Superintendent/Business folder*

1) *You will be pulling the financial reports*

*from the Business Monthly Reports folder,
however you may want to consider saving those
items into your monthly business folder just so
everything is in one place (something I have
thought about)*

*B. Some things will come to you electronically and
you can just download/save the*

Other things you will need to scan in and save