

**Business Committee**  
 Duluth Public Schools, ISD 709  
 Agenda  
 Monday, May 7, 2018  
 Historic Old Central High School - Board Room, 2nd Floor  
 215 N 1st Ave E  
 Duluth, MN 55802  
 4:30 PM

**1. Financial Report**

- A. Financial Report
- B. Approval of Payment of Claims - Attached as an "extra"
- C. Budget Revisions
- D. Wire Transfers
- E. Investment Transactions
- F. APU Projections
- G. Fundraisers
- H. Child Nutrition Lunch Meal Price Increase
  - 1) It is recommended to increase the adult school lunch price to \$4 to comply with MDE and USDA regulations. The price increase would be effective June 12, 2018. The breakfast price would remain the same at \$2.25.

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

- A. Bids
  - 1) Bid 1267 Pizza - Delivered Ready to Serve  
 Bids for the production and delivery of pizza ready to serve for Child Nutrition-District Wide for the period July 1, 2018 through June 30, 2020 were advertised in the Duluth News Tribune and sent to eleven area vendors. Two responses were received.  
  
Recommendation: It is recommended that the low bid meeting specification as submitted by Muy Pizzas Minnesota (Pizza Hut) in the total (estimated) amount for the first year of \$77,000.00 be accepted. The second year renewal by mutual agreement is subject to the same condition show in the specifications.
- B. RFPs
  - 1) **PLACEHOLDER - RFP - 309 Vehicle Fuel Requirements**
- C. Quotes  
 The following quotes were solicited according to statute and School Board Policy for services to be performed from July 1, 2018 through June 30, 2019, with the option to renew for two (2) additional one-year periods if acceptable to both parties.
  - 1) Quote #4282 -District-wide Annual Inspection and Service to Boilers  
 Quotes were solicited from eight contractors for District-wide Inspection and Service to Boilers. It is recommended that the Duluth School Board approve entering into a contract with Johnson Controls, Inc. based on their low quote with an

estimated value of \$22,104.00, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended that the Duluth School Board approve entering into a contract with Johnson Controls, Inc. for a total estimated value of \$22,104.00 for the period of July 1, 2018 through June 30, 2019. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

2) Quote #4283 -District-wide Cement Masons Labor

Quotes were solicited from seven contractors for District-wide Cement Masons Labor. It is recommended that the Duluth School Board approve entering into a contract with Northland Constructors of Duluth, Inc. based on their low quote with an estimated value of \$10,902.50, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended that the Duluth School Board approve entering into a contract with Northland Constructors of Duluth, Inc. for a total estimated value of \$10,902.50 for the period of July 1, 2018 through June 30, 2019. It is also recommended to approve and sign the option to renew this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

3) Quote #4286 -District-wide Annual Inspection and Testing of Fire Alarm Systems

Quotes were solicited from eight contractors for District-wide Annual Inspection and Testing of Fire Alarm Systems. It is recommended that the Duluth School Board approve entering into a contract with Northland Fire & Safety, Inc. based on their low quote with an estimated value of \$18,275.00, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended that the Duluth School Board approve entering into a contract with Northland Fire & Safety, Inc. for a total estimated value of \$18,275.00 for the period of July 1, 2018 through June 30, 2019. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

4) Quote #4287 -District-wide Glass Replacement Services

Quotes were solicited from five contractors for District-wide Glass Replacement Services. It is recommended that the Duluth School Board approve entering into a contract with Superior Glass, Inc. based on their low quote with an estimated value of \$23,124.00, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended that the Duluth School Board approve entering into a contract with Superior Glass, Inc. for a total estimated value of \$23,124.00 for the period of July 1, 2018 through June 30, 2019. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

5) Quote #4288 -District-wide Annual Testing & Maintenance of Sprinkler Systems  
 Quotes were solicited from eight contractors for District-wide Annual Testing & Maintenance of Sprinkler Systems. It is recommended that the Duluth School Board approve entering into a contract with A.G. O'Brien Plumbing and Heating Co. based on their low quote with an estimated value of \$6,463.00, with the option to renew for two (2) additional one-year periods if acceptable to both parties.

Recommendation: It is recommended that the Duluth School Board approve entering into a contract with A.G. O'Brien Plumbing and Heating Co. for a total estimated value of \$6,463.00 for the period of July 1, 2018 through June 30, 2019. It is also recommended to approve the option to renew and sign this contract for two (2) additional one-year periods if the amount is determined to be acceptable by both the CFO and Facilities Manager. Contract extension signatures will be based on signing authority. Quote tabulation is attached for your reference.

### 3. Policies and Regulations

#### A. Review Policy 212 - School Board Member Development and Travel/Expense Reimbursement

Attached Policy 212 for review for possible update.

Recommendation: It is recommended that the Duluth School Board review Policy 212 for any updates or changes.

#### B. New Policy 108 - Data Request Policy

Attached is a data practices policy drafted by Administration for the second reading. This policy would replace current district Policy 1016 - Information Requests.

Recommendation: It is recommended that the Duluth School Board approve the new Policy 108 - second reading.

#### C. Delete Policy - 1016 - Information Requests

Attached is Policy 1016 - Information Requests. This policy would be replaced by new Policy 108.

Recommendation: It is recommended that the Duluth School Board approve the deletion of Policy 1016 - second reading.

#### D. New Bylaw 202 - School Board Officers

Attached is MSBA Model Policy 202 - School Board Officers. There are several district policies that will be incorporated into, and replaced by, this new policy: 8095, 9015, 9050, 9055, 9060.

Recommendation: It is recommended that the Duluth School Board approve new Policy 202 - School Board Officers - second reading.

E. Delete Policy 9015 - Officers

In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9015. Relative sections will be incorporated into MSBA Model Policy 202, which is also being introduced at the April Board meeting.

Recommendation: It is recommended that the Duluth School Board approve the incorporation of relevant sections of Policy 9015 into MSBA Model Policy 202, and the deletion of Policy 9015 - second reading.

F. Delete Policy 9050 - Duties of the Chairperson

In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9050. Relative sections will be incorporated into MSBA Model Policy 202, which is also being introduced at the April Board meeting.

Recommendation: It is recommended that the Duluth School Board approve the incorporation of relevant sections of Policy 9050 into MSBA Model Policy 202, and the deletion of Policy 9050 - second reading.

G. Delete Policy 9055 - Duties of the Clerk

In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9055. Relative sections will be incorporated into new MSBA Model Policy 202, which is also being introduced at the April Board meeting.

Recommendation: It is recommended that the Duluth School Board approve the incorporation of relevant sections of Policy 9055 into MSBA Model Policy 202, and the deletion of Policy 9055 - second reading.

H. Delete Policy 9060 - Duties of the Treasurer

In moving to MSBA Model Policies, administration is recommending the deletion of Policy 9060. Relative sections will be incorporated into new MSBA Model Policy 202, which is also being introduced at the April Board meeting.

Recommendation: It is recommended that the Duluth School Board approve the incorporation of relevant sections of Policy 9060 into MSBA Model Policy 202, and the deletion of Policy 9060 - second reading.

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

A. Contracts

1) Eric Ryan Corporation (ERC)

This is a proposed contract for a utility/telecommunications audit for the purpose of identifying cost saving opportunities.

Recommendation: It is recommended that the Duluth School Board approve the contract with the Eric Ryan Corporation (ERC).

B. Change Orders

1) **PLACEHOLDER - Other Change Orders**

C. Leases

1) **PLACEHOLDER - The Hills**

**5. Resolutions**

A. B-5-18-XXXX - Acceptance of Donations

Recommendation: It is recommended that the Duluth School Board approve Resolution B-5-18-XXXX.

B. B-5-18-XXXX - Delegation of Treasurer and Clerk Duties

Recommendation: It is recommended that the Duluth School Board approve Resolution B-5-18-XXXX.

C. B-5-18-XXXX - Release and Pledge of Collateral

Recommendation: It is recommended that the Duluth School Board approve Resolution B-5-18-XXXX.

D. B-5-18-XXXX - Designation of the Superintendent as the Identified Official with Authority (IOwA) for Minnesota Department of Education (MDE) SERVS Financial

Recommendation: It is recommended that the Duluth School Board approve Resolution B-5-18-XXXX.

E. PLACEHOLDER B-5-18-XXXX - Sale of Hartley Property to City of Duluth

Recommendation: It is recommended that the Duluth School Board approve Resolution B-5-18-XXXX.

F. PLACEHOLDER - Sale of Property

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

A. Expenditure Contracts

The Superintendent or CFO/Executive Director of Business has signed these contracts during the month of April 2018.

B. Extension or Renewal Contracts

The Board Chair, Superintendent or the CFO/Executive Director of Business has signed these contracts during the month of April 2018.

C. Revenue Contracts - None

D. No Cost or Other Contracts

The Superintendent or CFO/Executive Director of Business has signed these contracts during the month of April 2018.

E. Change Orders Signed - None

F. Facilities Management & Capital Project Status Report

G. Levy Referendum Update

H. Legislative Platform Update - "New" means not listed on last month's report

I. Property Sale Updates

J. Potential Bond Refunding Discussion

K. FY19 Budget Update

**7. Future Items**

A. Policy Updates

- B. Review MSBA Model Policy 103-Complaints-Students, Employees, Other Persons and District Policy 1090-Complaints Concerning School Personnel (June 2018)
- C. FY19 Budget Approval (June 2018)
- D. Lead in Water Resolution (June 2018)
- E. Property/Liability/Auto Insurance Renewal (July 2018)
- F. Membership in MSHSL Resolution (July/August 2018)
- G. Annual review of grants and donations (August 2018)