

Business Committee
 Duluth Public Schools, ISD 709
 Agenda
 Wednesday, August 14, 2019
 Historic Old Central High School - Board Room, 2nd Floor
 215 N 1st Ave E
 Duluth, MN 55802
 4:30 PM

1. Guest Presentations

A. Item 7.H. Bus Fleet Update

2. Financial Report

A. Financial Report - June financials will be presented at a later date

B. Approval of Payment of Claims - Attached as an "extra"

C. Budget Revisions

D. Wire Transfers

E. Investment Transactions

F. APU Projections - Verbal report (reports resume in October)

G. Fundraisers - None

H. Finance Education

1) Levy 101 - Part I

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

A. Bids - None

B. RFPs - None

C. Quotes - None

4. Policies and Regulations

A. New Policy 412 - Expense Reimbursement

Attached is MSBA Model Policy 412 - Expense Reimbursement. This policy would replace current district policies 3135 - Mileage Reimbursement for Use of Private Vehicles and and 3136 - Travel In-District, In-State, and Out-of-State. Second reading.

Recommendation: It is recommended that the Duluth School Board approve new policy 412 - second reading.

B. Delete Policy 3135 - Mileage Reimbursement for Use of Private Vehicles

In moving to MSBA model policies, administration is recommending the deletion of policy 3135 which will be replaced with MSBA policy 412. Second reading.

Recommendation: It is recommended that the Duluth School Board approve the deletion of policy 3135 - second reading.

C. Delete Policy 3136 - Travel In-District, In-State, and Out-of-State

In moving to MSBA model policies, administration is recommending the deletion of policy 3136 which will be replaced with MSBA policy 412. Second reading.

Recommendation: It is recommended that the Duluth School Board approve the deletion of policy 3136 - second reading.

D. Update and Renumber Regulation 3136R - Expenses - Travel In-District, In-State, and Out-of-State

This regulation will be updated and renumbered to accompany new policy 412 - Expense Reimbursement

This is an informational item only.

5. Contracts, Change Orders, and Leases

A. Contracts

1) Frontline Education

Attached is one year contract with Frontline Education for a teacher evaluation software package in the amount of \$28,736.13.

Recommendation: It is recommended that the Duluth Public School Board approve the contract with Frontline Education.

2) K.E.Y. Zone - YMCA

Attached is a contract with the YMCA to support K.E.Y. Zone before and after school programs at nine elementary school sites for the 2019-20 school year in the approximate amount of \$955,462.00. The funding for the program will come from money collected from participants.

Recommendation: It is recommended that the Duluth School Board approve the contract with the YMCA for K.E.Y. Zone services.

3) Fueleducation

Attached is a contract with Fueleducation for online educational products and services in the amount of \$30,000.00 for the period of August 22, 2019 through August 21, 2020.

Recommendation: It is recommended that the Duluth School Board approve the contract with Fueleducation.

4) **PLACEHOLDER - Other Contracts**

B. Change Orders

1) **PLACEHOLDER - Other Change Orders**

C. Leases

1) Grant Community Recreation Center with the Duluth Community School Collaborative (DCSC)

This one year lease is for space at the Grant Community Recreation Center Building, which is managed by DCSC. The leased space will house the Early Childhood Family Education (ECFE) and Early Childhood Screening programs and will have an annual cost of \$150.00.

Recommendation: It is recommended that the Duluth School Board approve this one year lease with the Duluth Community School Collaborative in the amount of \$150.00.

2) **PLACEHOLDER - Washington Recreation Center Lease with the City of Duluth - attachment pending**

Attached is a lease from the City of Duluth for the Washington Recreation Center. This space will house the Early Childhood Family Education (ECFE) and Duluth Head Start programs. This three year agreement will cost \$14,366.40 for the first year with a 3% increase for both years two and three.

Recommendation: It is recommended that the Duluth School Board approve this three year lease with the City of Duluth with the first year cost of \$14,366.40 and a 3% increase each for years two and three. The School Board also authorizes the CFO/Director of Business Services to sign and process all necessary documents.

3) **PLACEHOLDER - Other Leases**

6. **Resolutions**

A. **B-8-19-3668- Acceptance of Donations**

Recommendation: It is recommended that the Duluth School Board approve Resolution 8-19-3668.

B. **B-8-19-3669 - Authorized Bank Account Signer**

Recommendation: It is recommended that the Duluth School Board approve Resolution B-8-19-3669.

C. **B-8-19-3770 - Release and Pledge of Collateral**

Recommendation: It is recommended that the Duluth School Board approve Resolution B-8-19-3370.

D. **B-8-19-3671 - Minnesota State High School League (MSHSL) Resolution for Membership.**

Recommendation: It is recommended that the Duluth School Board approve Resolution B-8-19-3671.

E. **B-8-19-3672 - Relating to the Election of School Board Members and Calling the School District General Election**

Recommendation: It is recommended that the Duluth School Board approve Resolution B-8-19-3672.

F. **PLACEHOLDER - Hermantown Property Sale**

Recommendation: It is recommended that the Duluth School Board approve Resolution B-8-9-XXXX.

G. **PLACEHOLDER - Other Resolutions**

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

A. **Expenditure Contracts**

The Superintendent or CFO/Executive Director of Business has signed these contracts during the month of July 2019.

B. **Extension or Renewal Contracts - None**

C. No Cost Contracts - None

D. Revenue Contracts

The Superintendent or CFO/Executive Director of Business has signed these contracts during the month of July 2019.

E. Change Orders Signed - None

F. Facilities Management & Capital Project Status Report

G. Property Sale Updates

H. Bus Fleet Update

I. Update on Sub-Committee to Review Board Committee Structure

8. **Future Items**

A. School Board Election Resolution for Election Judges (September 2019)

B. School Board Election Resolution for Polling Places (September 2019)

C. Policy Updates