

**Business Committee - Regular School Board Meeting**

Duluth Public Schools, ISD 709

Agenda

Tuesday, November 19, 2019

UnitedHealth Group Building

4316 Rice Lake Road

Suite 108

Duluth, MN 55811

6:30 PM

**1. Guest Presentations - None**

**2. Financial Report**

A. Financial Report - Financial statements only (Cash Flow reports will resume later this year)

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. Finance Education

1) State Special Education Revenue Part II

**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 511 Fundraising - first reading

Attached is MSBA model policy 511 - Fundraising for the first reading. This policy would replace current policy 1050 - Fund-Raising by Students.

Recommendation: It is recommended that the Duluth School Board approve Policy 511 - first reading.

B. Delete Policy 1050 - Fund-Raising by Student - first reading

In moving to MSBA Model Policies, administration is recommending the deletion of Policy 1050, which will be replaced by MSBA Policy 511.

Recommendation: It is recommended that the Duluth School Board approve the deletion of Policy 1050 - first reading.

C. Revise Bylaw 203.2 Order of the Regular School Board Meeting Bylaw - first reading.

Attached is a revision of Policy 203.2 for the first reading.

Recommendation: It is recommended that the Duluth School Board approve the revision of Bylaw 203.2 - first reading.

## 5. **Contracts, Change Orders, and Leases**

### A. Contracts

#### 1) Upper Lakes Foods, Inc.

Attached is the contract with Upper Lakes Foods for district-wide food requirements for the period November 19, 2019 until June 30, 2021. The estimated purchase price value of this contract is \$35,000.00 per week while school is in session.

Recommendation: It is recommended that the Duluth School Board approve the contract with Upper Lakes Foods for district-wide food requirements.

#### 2) Essentia Health Sports Medicine Services - **POSTPONED DEFINITELY until the December 2019 Board meeting**

Attached is a five year athletic agreement for Essentia Health to provide sports medicine services to the students of Duluth Public Schools.

Recommendation: It is recommended that the Duluth School Board approve this agreement.

#### 3) Essentia Health Sponsorship Agreement - **POSTPONED DEFINITELY until the December 2019 Board meeting**

Attached is a five year athletic sponsorship agreement with Essentia Health for \$325,000.00.

Recommendation: It is recommended that the Duluth School Board approve this athletic sponsorship agreement.

#### 4) Costin Group

Attached is a one year agreement with the Costin Group to perform government relations, public relations, and related services directed and approved by the Duluth Public Schools.

Recommendation: It is recommended that the Duluth School Board approve this agreement.

#### 5) Superintendent Search Firm - BWP & Associates LTD

Attached is the contract with BWP to perform duties as related to the Superintendent search for the Duluth Public Schools, in the amount of \$20,000 plus approved expenses.

Recommendation: It is recommended that the Duluth School Board approve the contract with BWP for \$20,000 plus approved expenses. It is also recommended that the Duluth School Board authorize the Board Chair and Chief Financial Office to negotiate and execute the contract.

#### 6) **PLACEHOLDER** - Other Contracts

### B. Change Orders

#### 1) CO #3 Public School Stadium Track Reconstruction - Northland Constructors of Duluth, Inc.

This no cost change order modifies the agreement with Northland Constructors of Duluth Inc, to extend the contract substantial completion date from September 7th 2019 to August 1st 2020. This will result in a no cost change for a contract sum of \$909,852.00.

Recommendation: It is recommended that the Duluth School Board approve the no cost Change Order #3 for the Public School Stadium Track Reconstruction.

2) **PLACEHOLDER - Other Change Orders**

C. Leases

1) LEAF for a three (3) year copier lease

Administration is recommending the attached proposal from LEAF for a thirty-six (36) month lease for one new Konica Minolta Bizhub C558 Copier System. This lease three year lease will cost approximately \$8,300 in total with a one (1) dollar buyout at the end of the lease.

Recommendation: It is recommended that the Duluth School Board approve the lease agreement between ISD 709 and LEAF with the terms described and authorize the School Board Chair to sign the agreement.

2) **PLACEHOLDER - Other Leases**

6. **Resolutions**

A. B-11-19-3688 - Acceptance of Donations

Recommendation: It is recommended that the Duluth School Board approve Resolution 11-19-3688.

B. B-11-19-3689 - Authorized Bank Account Signer

Recommendation: It is recommended that the Duluth School Board approve Resolution B-11-19-3689.

C. B-10-19-3685 Amending Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections not Held on the Day of a Statewide Election

Recommendation: It is recommended that the Duluth School Board approve the amendments to Resolution B-10-19-3885.

D. **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 Services has signed these contracts during the month of October 2019.

B. Extension or Renewal Contracts - None

C. No Cost Contracts

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

D. Revenue Contracts

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

E. Property Sale Updates

F. Facilities Management & Capital Project Status Report

G. The sale of HOCHS

H. School Board Committee Structure

I. Change Orders Signed - None

J. Agenda setting policy discussion

8. **Future Items**

A. Final Levy Approval (December)

B. Truth in Taxation Presentation (December)

C. FY 2018-19 Audit Results (December)

D. Organizational Meeting (January)

E. Legislative Platform (January)

F. Policy Updates