



**Agenda III.A-M  
January 9, 2025**

**To:** Board of Education  
**From:** Dr. Theresa Battle, superintendent  
Stacey Sovine, executive director of administrative services  
**Date:** January 3, 2025  
**RE:** Annual Organization of the Board of Education

**RECOMMENDATION:** to approve recommendations and adopt the resolutions shown below to accomplish organization of the Board of Education for 2025.

The items listed below must be addressed by the school board at its organizational meeting on January 9, 2025.

In order of rank, the officers from 2024 are responsible for calling the organizational meeting to order. This individual, or someone elected as temporary chair, should preside until a new chair is elected.

Prior to the election of officers, the board should determine the method to be used in selecting its new officers. A recommended method is that of majority vote on the candidate or candidates nominated for each position. Policy 202 provides further direction with respect to selection of officers and officer's responsibilities.

The annual organization of the school board occurs in January to conform to the term of office for school board members. Some matters of school board organization are more readily conducted on a fiscal year basis and will be presented in June.

The items that follow pertain to Board of Education organization for 2025.

**A. Election of Chair**

Annotation: The chair presides at all school board meetings and works with the superintendent on calling board meetings and establishing meeting agendas. At times the chair is called upon to serve in a ceremonial capacity as the ranking elected representative of the school district. The chair countersigns all checks drawn by the treasurer.

**Recommendation:** Moved by Director \_\_\_\_\_ that Director \_\_\_\_\_ be nominated and elected chair of the board for 2025.

*(It is recommended that the newly elected chair assume the chair and conduct the balance of the meeting.)*

**B. Election of Vice-Chair**

Annotation: The school board created the vice-chair position in 1989 for the purpose of easing the workload of the chair. The vice-chair serves as chair when the chair is absent, assists with board operations and plans the annual evaluation of the superintendent.

**Recommendation:** Moved by Director \_\_\_\_\_  
that Director \_\_\_\_\_ be nominated and elected Vice-chair of the board for 2025.

**C. Election of Clerk**

Annotation: The clerk presides at board meetings in the absence of the chair and vice-chair, and from a legal standpoint, is responsible for board minutes, signing board approved contracts and calling school board elections. The clerk also countersigns all district checks. The routine duties of the clerk are performed by the superintendent's office and business office.

**Recommendation:** Moved by Director \_\_\_\_\_  
that Director \_\_\_\_\_ be nominated and elected clerk of the board for 2025.

**D. Election of Treasurer**

Annotation: The treasurer is legally responsible for the deposit and withdrawal of all district funds and reporting same to the school board. Checks drawn on school district accounts are signed by the treasurer. The routine duties of the treasurer are performed by the business office.

**Recommendation:** Moved by Director \_\_\_\_\_  
that Director \_\_\_\_\_ be nominated and elected treasurer of the board for 2025.

**E. Salaries of Board Members**

Annotation: Salaries of school board members are set annually. In January 2016, the salaries were set at \$550 per month for each director plus an additional monthly stipend of \$50 for the chair in recognition of increased duties and expenses associated with that position. On March 14, 2019 the salaries were reduced by \$100 per month beginning July 1, 2019.

**Recommendation:** That salaries of board members be set at \$450 per month and that the chairperson receives an additional \$50 per month in recognition of additional duties and expenses associated with the position.

**F. Regular Meetings of the School Board**

Annotation: Regular meetings of the school board are typically held on the second and fourth Thursday of each month. However, board meetings may be scheduled during other weeks to accommodate scheduling needs. Regular school board meetings will be held at Diamondhead Education Center, 200 West Burnsville Parkway, Burnsville.

**Recommendation:** That all regular meetings of the Independent School District 191 Board of Education commence at 6:30 p.m. on the dates noted below with meetings conducted at the Diamondhead Education Center and cablecast. Board Listening Sessions will be scheduled from 5:45-6:15 p.m. before regular board meetings.

January 9, 2025	October 9, 2025
January 23, 2025	October 23, 2025
February 13, 2025	November 6, 2025*
February 27, 2025	November 20, 2025*
March 13, 2025	December 11, 2025
March 27, 2025	January 8, 2026
April 10, 2025	January 22, 2026
April 24, 2025	February 12, 2026
May 8, 2025	February 26, 2026
May 22, 2025	March 12, 2026
June 12, 2025	March 26, 2026
June 26, 2025	April 9, 2026
August 14, 2025	April 23, 2026
August 28, 2025	May 14, 2206
September 11, 2025	May 28, 2026
September 25, 2025	June 11, 2026
	June 25, 2026

In the case of inclement weather, the Board meeting will be scheduled Monday at the same time and place unless Monday is a holiday, in which case a special meeting may be called.

\*Meetings not scheduled on the second or fourth Thursday of the month.

***Items G-M pertain to calendar year 2025. They are of a routine nature and although board action is required, discussion is usually unnecessary. I recommend approval of all resolutions as a single consent agenda. In the event a Board member wishes to discuss any item, it should be removed from the list so that it may receive individual attention.***

**G. Authorization for Electronic (telephone) Fund Transfers**

Annotation: The telephone transfer of funds between approved depositories is important to the efficient management of school district deposits. Board authorization is requested to allow the executive director of administrative services to enter into electronic fund transfer agreements with official depositories as provided in Chapter 334, Minnesota Statutes. (See Attached Resolution.)

**Recommendation:** to adopt the attached resolution which authorizes the executive director of administrative services to enter into electronic (telephone) fund transfer agreements with the district's official depositories per Chapter 334 of the laws of

Minnesota.

**H. Authorization for Use of Facsimile Signatures**

Annotation: The use of facsimile signatures on school district checks must be authorized by board resolution. Facsimile signatures are also used on individual personnel contracts covered by master agreements. Obviously, this is the only practical method of handling this task. (See Attached Information)

**Recommendation:** That the school board adopts the attached resolution authorizing the use of facsimile signatures on payroll and claim checks as prescribed in M.S. 47.41 and furthermore that the use of facsimile signatures be authorized for individual personnel contracts covered by board adopted master agreements.

**I. Designation of Official Depositories**

Annotation: The Business Office maintains a current list of financial institutions to be used for depositing school district funds. The recommended list of depositories for 2025 is shown in the motion.

**Recommendation:** That the institutions shown below be designated as official depositories of the district for the 2025 calendar year per M.S. 124.05.

U.S. Bank of Minneapolis  
Merchants Bank  
Minnesota School Districts Liquid Asset Fund Plus  
MN Trust  
Associated Bank, WI  
PMA Financial Network

**J. Appointment to Committees**

Committee appointments are made by the chair. Board members are asked to review the list of committee appointments and indicate their interests to the chair. Appointments to committees will be made at a future board meeting.

**K. Authorization to Execute and File Application for State- and Federally-Funded Programs**

Annotation: Most state- and federally-funded programs require that the school board, in official session, authorize an agent to execute and file funding applications for the school district and act as its official representatives in those state- and federally-funded programs.

**Recommendation:** That as of January 1, 2025, Theresa Battle, superintendent, or her designee be designated as the agent in filing applications for and representing the district in state- and federally-funded programs.

**L. Designation of Legal Counsel**

Annotation: Policy 202 states that the school board will select the school district’s legal counsel at the organizational meeting. The attorney shall attend regular and special meetings of the school board when requested and be available for consultation as needed. The attorney shall be paid on a “time” or “retainer” basis as determined. The appointment of the attorney shall not be construed as a prohibition against seeking legal counsel from other sources when the superintendent or designees deems it to be advisable. The individuals authorized to contact legal counsel are the school board chair, the superintendent and his designees.

**Recommendation:** That the following law firms be appointed as legal counsel for Independent School District 191 for 2025 and that they be paid on an hourly basis for services rendered.

- Kennedy & Graven Chartered
- Goetz & Eckland P.A.
- Booth Law Group LLC
- Squires, Waldspurger & Mace, P.A.
- Hitesman & Wold, P.A.
- Arthur Chapman Kettering Smetak & Pikala, P.A

<b>Law Firm</b>	<b>Type of Services Rendered</b>
Kennedy & Graven Chartered	Student Issues; Custody Issues; General legal by Supt; Complex school business matters; election law; Bond attorney; HR and employee related issues.
Goetz & Eckland P.A.	Contracts related to Construction
Booth Law Group LLC	Student Issues; Special Ed Issues
Squires, Waldspurger & Mace, P.A.	Business contracts, bid law, Review and development of unit language for bargaining agreements or terms and conditions of employment, etc.;
Hitesman & Wold, P.A.	Employee benefit related items; OPEB law
Arthur Chapman Kettering Smetak & Pikala, P.A	Legal counsel for property and casualty insurance issues

**M. Designation of Official Newspaper**

Annotation: Administration recommends designating Sun Thisweek as the official legal newspapers serving our area. This newspaper is widely distributed across the geographic area of the school district.

**Recommendation:** That Sun Thisweek be designated as the official newspaper for 2025 per M.S. 123.33; Subdivision 11, and M.S. Chapter 331.