

**ST. LOUIS PARK PUBLIC SCHOOLS
JANUARY 2024 ORGANIZATIONAL MEETING
SCHOOL BOARD ORGANIZATIONAL BUSINESS ITEMS**

It is recommended that the School Board approve the January 2024 Organizational Meeting Business Items and Resolution Designating School District Responsible Authority, as presented.

MOTION _____ **SECOND** _____ **VOTE** _____

ORGANIZATION OF THE BOARD

For the purposes of organization of the Board, the Board will be asked to authorize and re-designate the following:

1. Official Newspaper of the School District

State law requires publication of official Board proceedings and certain legal notices in the “official newspaper of the District.” The Sun Sailor is recommended as the official newspaper of the District.

2. The Board must designate depositories for legal purposes. Operating Account Depositories It is recommended that the Board re-designate the following bank accounts for the July 1, 2023 through June 30, 2024 (FY24) and July 1, 2024 through June 30, 2025 (FY25):

- Associated Bank
- Citizens Independent Bank
- Capital One for escrow/purchase lease agreement

Investment Account Depositories

It is recommended that the following banks and savings and loan associations be designated the official depositories for investment:

- PMA Securities, Inc.
- MN Trust Community Investment

3. Electronic Fund Transfer Authorization

It is recommended that the Director of Business Services be authorized to use electronic processes to transfer funds.

4. Authority to Make Investments

It is recommended that the Superintendent or the Director of Business Services be authorized to make financial investments for Independent School District 283, St. Louis Park, for FY24 and FY25.

5. Authority to Disburse Salaries

It is recommended that the Superintendent or the Director of Business Services be authorized to make disbursements for salaries as provided for individual employment contracts, master employment agreements or School Board resolutions for fiscal years FY24 and FY25.

6. Authority for Early Claim Payments

It is recommended that the Superintendent or Director of Business Services pay appropriate claims in advance of School Board authorizations in order to expedite vendor payments and to utilize discount privileges, and such claims shall be reported to the School Board for FY24 and FY25.

7. Authorization to Purchase

It is recommended that the Superintendent or the Director of Business Services be authorized to lease, purchase, and contract for goods and services within the budget as approved by the Board, provided that any transaction in any amount exceeding the minimum amount of \$175,000 (M.S. 471.345.Subd.3) for which bids are required must first be specifically authorized by the Board and must fulfill all other applicable requirements in Section 123B.52.

8. Deputy-Clerk and Deputy-Treasurer

It is recommended that the Director of Business Services be appointed Deputy Treasurer, the Executive Leadership Partner or Executive Assistant to the Superintendent be appointed Deputy Clerk of Independent School District 283, St. Louis Park, for FY24 and FY25.

9. Check Signatures

It is recommended that any two of the Superintendent, Director of Business Services or designee be authorized to affix mechanical/digital signatures on payroll and accounts payable checks of Independent School District 283 on behalf of the School Board Chairperson, Clerk and Treasurer.

10. Appointment of School Attorneys

It is recommended that during the year 2024 the firms Dorsey & Whitney, and Kennedy & Graven be designated to provide the District's legal counsel. The School Board also authorizes the services of other legal counsel selected by the Superintendent, as necessary to conduct business and protect the legal interests of the School District.

RESOLUTION APPOINTING DISTRICT RESPONSIBLE AUTHORITY

An annual resolution is necessary to meet data privacy reporting requirements as set forth by the State of Minnesota.

BE IT RESOLVED, pursuant to the provisions of MN Statutes, Section 13.02 Subdivision 16, Katherine Maguire, Interim Superintendent is hereby appointed Responsible Authority for St. Louis Park Public Schools, ISD #283.

BE IT FURTHER RESOLVED, Katherine Maguire, Interim Superintendent of Schools, is hereby authorized to take all actions necessary to assure that all programs, administrative procedures and forms used within St. Louis Park School District #283 are administered in compliance with the provision of Minnesota Statutes Section 13, as amended, and with Rules as lawfully promulgated by the Commissioner of Administration as published in the State Register, by the Office of Revisor of Statutes, State of Minnesota.