

**ST. LOUIS PARK PUBLIC SCHOOLS  
JANUARY 2025 ORGANIZATIONAL MEETING  
SCHOOL BOARD ORGANIZATIONAL BUSINESS ITEMS**

It is recommended that the School Board approve the January 2025 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, 2024 through June 30, 2025 (FY25) and July 1, 2025 through June 30, 2026 (FY26):

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

**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 FY25 and

FY26.

**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 FY25 and FY26.

**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 FY25 and FY26.

**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 Assistant to the Superintendent be appointed Deputy Clerk of Independent School District 283, St. Louis Park, for FY25 and FY26.

**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 official signatories, the School Board Chairperson, Clerk and Treasurer.

**10. Appointment of School Attorneys**

It is recommended that during the year 2025 the firms Dorsey & Whitney, Ratwik, Roszak & Maloney, Greene Espel, Squires, Waldspurger & Mace 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, Carlondrea Hines, Superintendent is hereby appointed Responsible Authority for St. Louis Park Public Schools, ISD #283.

***BE IT FURTHER RESOLVED***, Carlondrea Hines, 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.