



## Special Meeting Agenda

Diamondhead Education Center  
200 W. Burnsville Parkway  
Burnsville, MN 55337  
January 17, 2025  
4:00 PM

### Strategic Directions:

- Creating space and opportunity for each and every voice to be heard
- Actively leading by developing and sustaining a diverse and equitable education system
- Supporting and leveraging innovation to improve student outcomes and district culture
- Engaging our community to ensure common understanding of our Strategic Roadmap and the district work to support it

In the case of inclement weather, the Board of Education's regularly scheduled meetings will be rescheduled to the following Monday at the same time and place, unless that Monday is a holiday, in which case a special meeting may be called.

- I. Call to Order
  - A. Welcome
  - B. Pledge of Allegiance
- II. Approval of Agenda
- III. New Business
  - A. Adopt Resolution Establishing the Procedure and Timeline to Fill Board Vacancy 2  
**Speaker(s):** Anna Werb, Board Chair
  - B. Approve Board Candidate Application Form 3  
**Speaker(s):** Anna Werb, Board Chair
  - C. Approve Board Candidate Selection Process 11  
**Speaker(s):** Anna Werb, Board Chair
- IV. Adjourn

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District 191 welcomes members of the public to attend Board of Education meetings, work sessions and other public gatherings. However, public participation is allowed only during listening sessions, which are held before regular board meetings. Community members who wish to share their thoughts and opinions on meeting topics should contact the Superintendent's office at 952-707-2005 to schedule a meeting with the Superintendent or member of her leadership team.

**Agenda III.A.  
January 17, 2025**

**To:** Board of Education  
Dr. Theresa Battle, superintendent

**From:** Anna Werb, board chair

**Date:** January 17, 2025

**Re:** Approve Resolution Establishing Procedure and Timeline to Fill Board Vacancy

**RECOMMENDATION:** That the Board of Education adopts the following resolution establishing the procedure to fill a school board director vacancy by appointment.

WHEREAS, a vacancy exists on the Board of Education due to the resignation of Safio Mursal; and

WHEREAS, a vacancy exists, in the office of school board director, with a term expiring the first Monday of January, 2027, and,

WHEREAS, less than two years remain in the unexpired term.

NOW THEREFORE, BE IT RESOLVED by the Board of Education of Independent School District No. 191, State of Minnesota, as follows:

1. The Board will appoint an individual to serve in the vacant director's position for the remainder of the vacant term which expires on the first Monday of January, 2027.
2. The Board of Education will accept applications from individuals interested in filling the vacant director's position beginning on January 21, 2025 at 8:00 a.m. and ending on February 5, 2025, at 5:00 p.m.
3. The appointment will be evidenced by a resolution adopted by the Board of Education and entered into the School Board minutes and will continue for the remaining unexpired term of that office held under Minnesota Statutes Section 123B.09, Subd. 5.
4. The appointee will be sworn in as a director of the Independent School District No. 191 Board of Directors during a regular business meeting of the Board to be held on March 27, 2025.

**Agenda III.B**  
**January 17, 2025**

**To:** Board of Education  
Dr. Theresa Battle, superintendent

**From:** Anna Werb, board chair

**Date:** January 17, 2025

**Re:** Approve Board Candidate Application Form

**RECOMMENDATION:** That the Board of Education adopts the proposed board candidate application form.

**Notes:**

This Board Candidate Application Form is the same form used during the 2020 process but has been updated with the following changes:

- Term of service updated in the introductory paragraph
- Application process dates and times to align with 2025 process along with a refresh in the formatting
- Updates to School Board Secretary's name and contact info, along with updates to the 2025 application dates under the "How to apply" section
- Under Question 12 – "Complex School Finance question" - the covid references were removed
- Under Question 13 – "providing leadership around hot button issues" – the number of employees and school buildings were updated
- For open-ended questions the following language was added "Please limit responses to 75 words or less"

*Attachment:* Board Candidate Application Form

# District 191 Board of Education 2025

## Vacancy Application Information

The Burnsville-Eagan-Savage Board of Education is accepting applications from residents of Independent School District 191 who are interested in serving on the Board to fill a vacant director's position created by a resignation. The appointed person will serve for the remainder of the vacant position's term which expires on the first Monday in January, 2027.

- **School Board Member Time Commitment:** 20-40 hours per month
- **School Board Meetings:** Regular business meetings are twice per month (typically held on the 2nd and 4th Thursday of the month). There are also special meetings, work sessions, committee meetings, retreats, training, and seminars.

### APPLICATION PROCESS

The Board of Education will appoint a new member using the process outlined and documented below.

- **Legal Requirements for Candidates:** Candidates must be at least 21 years of age, have been a resident of the school district for at least 30 days, and have not been convicted of an offense for which registration is required under MN Stat. Section 243.166.

**Step 1: Complete the 2025 Candidate Application** using this online form. (Click here to print a paper application).

- The application process opens on Tuesday, January 21, 2025 at 8:00 a.m.
- The deadline to submit applications is 5:00 p.m on Wednesday February 5, 2025.
- Applications received after the stated deadline will not be considered.
- The district assumes no responsibility for application materials that were sent but not received by the stated deadline.
- All applications and any accompanying materials will be considered public information.

**Step 2: Enclose/attach a resume and cover letter** - Please include in your cover an introduction to yourself and an explanation of why you are interested in serving on the Board of Education.

- **Submit all materials** (application, resume, and cover letter) through this online form, in person or via [email](#) to Sarah Olsen-Dickhausen, School Board Secretary, at the District Office, 200 West Burnsville Parkway, Burnsville. *The application deadline is 5 p.m. on Wednesday, February 5, 2025.*

**Step 3: Application Review** - On February 7, 2025 at 4:00 p.m. the Board of Education will hold a retreat to review and screen applications.

**Step 4: School Board Candidate Public Interviews** - The Board of Education will hold public interviews of candidates on February 12, 2025 at Diamondhead Education Center located at

200 West Burnsville Parkway. Individual interview times will be communicated directly to the candidates. The Board chair will outline the selection process to all candidates during this meeting.

**Step 5: School Board Holds Vote and Adopts a Resolution to Appoint a School Board Member to Fill the Current Vacancy** during the regular meeting of the Board of Education on February 13, 2025. Once the resolution is adopted, the board waits 30 days to allow the public the opportunity to petition against the appointment.

**Step 6: Appointed Candidate Sworn into Office** - The selected candidate will be sworn into office at the regular meeting of the Board of Education on March 27, 2025.

*If you need assistance or have questions regarding the process outlined above, please contact Sarah Olsen-Dickhausen, school board secretary at 952-707-2005 or email [solsendickhausen@isd191.org](mailto:solsendickhausen@isd191.org).*

\* Indicates required question

### Candidate Information

1. Name \*

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2. Address \*

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3. Address 2

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4. City \*

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5. Zip \*

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6. Phone number \*

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**Questions**

Please answer the following questions.

7. In 50 words or less, tell us about yourself. \*

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8. Why are you applying for this position on the School Board? *Limit responses to 75 \* words or less.*

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9. What is your experience in One91 schools? *Limit responses to 75 words or less.* \*

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10. Challenges: a) What are the top three challenges faced by One91 in the next four \* years? *Limit responses to 75 words or less.* b) Describe your approach in addressing each of these three challenges. *Limit responses to 75 words or less.*

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11. School District finances are complex, and this Board has had to face many \* challenging budgetary decisions over the years. What would your approach to this be? *Limit responses to 75 words or less.*

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12. In addition to providing leadership around hot button issues and finance, as a Board Member, you are overseeing a large organization with approximately 1,200 employees, a communications and PR department, an HR department, a number of employee bargaining units, an operations department, a provider of transportation, and the owner of 16 buildings. a) Please provide additional information on your qualifications in reference to these functions. *Limit responses to 75 words or less.* b) How would you balance competing priorities from various stakeholders in the District? *Limit responses to 75 words or less.*

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13. A Board of Education Director is a non-partisan position, elected (or in this case appointed) to represent the interests of all members of the District. Describe how you feel this would impact your actions and voice (in person and online). *Limit responses to 75 words or less.*

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14. From your perspective, what is the time commitment for Board Members? *Limit responses to 75 words or less.*

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15. If appointed, would you intend to file for election for the position? \*

*Mark only one oval.*

Yes

No

Other: \_\_\_\_\_

16. Please describe the differences between “Governing” and “Managing”, specifically \* as it relates to this role. *Limit responses to 75 words or less.*

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17. Please review District 191’s Policy 209, “Code of Ethics” (found on the ISD191.org website). Please describe your approach in adhering to this policy should you be selected. *Limit responses to 75 words or less.* \*

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18. By submitting this application, I hereby certify that the information I have presented in this application is complete, accurate and true to the best of my knowledge and I hereby authorize the Board of Education to verify this information as may be required.

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*Mark only one oval.*

Yes

No

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Google Forms

**Agenda III.C**  
**January 17, 2025**

**To:** Board of Education  
Dr. Theresa Battle, superintendent

**From:** Anna Werb, board chair

**Date:** January 17, 2025

**Re:** Approve Board Candidate Selection Process

**RECOMMENDATION:** That the Board of Education adopts the proposed board candidate selection process.

**Notes:**

This Board Candidate Selection Process is similar to the version used during the 2020 process but has been updated with the following changes:

- Dates and timelines
- Contacts and staff names/offices

*Attachment:* Board Selection Process



Details on selection process to fill the vacancy on the ISD191 school board:

1. Selection process
  - a. The board may select and appoint an applicant.
  - b. The board may be deadlocked in a tie vote of 3-3.
  - c. The board may choose not to appoint any applicants.
2. Nomination process
  - a. Any applicant who does not receive a nomination will be removed from consideration.
  - b. Any applicant who receives only a nomination (with no second), will be removed from consideration.
  - c. Any board member may nominate any applicant.
  - d. Any board member (other than the board member who made the initial nomination) may second the primary nomination for any applicant.
  - e. All board members have the option to choose not to nominate or second any applicant.
  - f. Roll call vote to select a preferred candidate
    - i. Each board member has one affirmative vote to cast for a candidate during roll call voting to select the preferred applicant. (e.g. A board member who casts an affirmative roll call vote to select Candidate A cannot then cast an affirmative roll call vote to select Candidate B.)

ii. Tie vote

1. If there is a tie vote, then the board will take a break, with board members self-isolating from each other.
2. Following the break, the board will conduct two more rounds of votes. Should the board remain deadlocked, then the selection process will be closed.
3. The application process will reopen for candidates to apply in March, at which time both all candidates would be welcomed to apply again.

g. Clear majority and resolution to appoint the preferred applicant

- i. If, on the other hand, one candidate clearly receives a majority of affirmative votes, the board will then take action on a resolution to appoint the preferred applicant.
- ii. Clerk Hume will read the resolution to appoint the preferred applicant who received the greatest number of votes.
- iii. The board will take action via a roll call vote in which individual board members may vote either “aye” or “nay.”
- iv. Following approval of the resolution to appoint, the appointee can expect to hear from School Board Secretary Sarah Olsen-Dickhausen to complete the necessary paperwork and logistics in finalizing the process.

- v. The appointee will be sworn in at the Regular Board Meeting on Thursday, March 27, 2025 which begins at 6:30 pm.
- vi. The newly appointed board members will then take their seat at the dais and commence their service as a board member that same evening.