

# **Special Organizational Meeting**

Tuesday, January 3, 2023 6:00 PM

ECC 338 and 349, 5701 Normandale Road, Edina, MN 55424

**I. Determination of Quorum and Call to Order**

**II. Closed Session**

**III. Approval of Agenda**

**IV. Action**

**IV.A. Annual Election of Board Chair**



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Election of Board Chair

**TYPE:** Action

**PRESENTER(S):** School Board

**RECOMMENDATION:** Certify that \_\_\_\_\_ was elected as School Board Chair at the annual organization meeting.

IV.B. Annual Election of Board Officers



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Election of Board Officers

**TYPE:** Action

**PRESENTER(S):** School Board

**RECOMMENDATION:** Certify that the following officers of the School Board were elected at the annual organization meeting:

Vice Chair: \_\_\_\_\_

Treasurer: \_\_\_\_\_

Clerk: \_\_\_\_\_

And certify that the following officers were appointed:

Assistant Treasurer: \_\_\_\_\_

Assistant Clerk: \_\_\_\_\_

Assistant Clerk: \_\_\_\_\_

Deputy/Acting Clerk  
For School Elections  
& during Pandemic: Mert Woodard, Director of Business Services

Reference:  
Edina School District Policy 203

V. **Hearing from Members of the Public**

VI. **Consent**

VI.A. Minutes: December 12 work session and  
regular meetings

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE WORK SESSION OF DECEMBER 12, 2022

WORK SESSION  
4:45 PM

Edina Community Center  
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Dan Arom  
Mr. Michael Birdman  
Ms. Karen Gabler  
Ms. Julie Greene  
Ms. Regina Neville  
Ms. Janie Shaw

PRESIDING OFFICER: Chair Erica Allenburg

4:45 - 6:30 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
Jody De St. Hubert, Director of Teaching and Learning  
Daphne Edwards, Director of Marketing and Communications  
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships  
Natasha Monsaas-Daly; Director of District Media and Technology  
Jody Remsing, Director of Student Support Services  
Sonya Sailer, Director of Human Resources  
Mert Woodard, Director of Business Services

Mayor James Hovland  
Sharon Allison, Edina City Clerk  
Carolyn Jackson, Edina City Council Member  
Scott Neal, City City Manager

CERTIFIED CORRECT:

CERTIFIED CORRECT:

---

Ms. Erica Allenburg, Chair

---

Ms. Karen Gabler, Clerk

(Official Publication)  
MINUTES OF THE WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
DECEMBER 12, 2022

4:45 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Hovland, Allison, Jackson, Neal.

DISCUSSION

- A. City of Edina Election Agreement
- B. Student Travel
- C. Board Committee Assignments and Roles
- D. Board Compensation Structure – *removed from agenda*
- E. Superintendent Mid-Year Review Process

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

ADJOURNMENT

The meeting was adjourned at 6:30 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
DECEMBER 12, 2022 SPECIAL MEETING

4:45 PM Chair Allenburg called to order the special meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Hovland, Allison, Jackson, Neal.

DISCUSSION

City of Edina Election Agreement: Board members and City staff discussed their partnership for managing School Board elections and the need for an updated agreement.

Student Travel: Staff and Board members discussed student travel in general and a number of upcoming trips.

Board Committee Assignments and Roles: Board members discussed roles and committee assignments in anticipation of the upcoming organizational meeting.

Superintendent Mid-Year Review Process: Board members discussed the updated process for the Superintendent's mid-year review.

LEADERSHIP AND COMMITTEE UPDATES

There will be an announcement about the Student Spaceflight Experiment Program on Friday, Dec. 16, at 4:30pm, in the South View Middle School auditorium.

ADJOURNMENT

At 6:30 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE REGULAR MEETING OF DECEMBER 12, 2022

REGULAR MEETING  
7:00 PM

Edina Community Center Room 349  
5701 Normandale Road, Edina

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Dan Arom  
Mr. Michael Birdman  
Ms. Karen Gabler  
Ms. Julie Greene  
Ms. Regina Neville  
Ms. Janie Shaw

PRESIDING OFFICER: Chair Erica Allenburg

7:00 PM – 9:57 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
Jody De St. Hubert, Director of Teaching and Learning  
Daphne Edwards, Director of Marketing and Communications  
Dr. Anne Marie Leland, Director of Community Education and Strategic Partnerships  
Natasha Monsaas-Daly, Director of District Media and Technology Services  
Jody Remsing, Director of Student Support Services  
Sonya Sailer, Director of Human Resources  
Mert Woodard, Director of Business Services

Andy Beaton, Principal, Edina High School  
Mark Carlson, Teaching and Learning Curriculum Coordinator

CERTIFIED CORRECT:

CERTIFIED CORRECT:

---

Ms. Erica Allenburg, Chair

---

Ms. Karen Gabler, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA DECEMBER 12, 2022

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Beaton, Carlson.

APPROVAL OF AGENDA BY UNANIMOUS VOTE

EXCELLENCE IN ACTION

PUBLIC HEARING

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT

- A. Minutes: *November 9 special meeting, November 14 work session and regular meetings; November 29 special meeting*
- B. Personnel Recommendations
- C. Expenditures Payable, November 2022
- D. November Electronic Funds Transfers
- E. Medical Insurance Provider Change
- F. Facility Rental Fees - Fiscal Year 2024
- G. Athletic Event Entry Ticket Transaction Fees

DISCUSSION

- A. Board Legislative Action Committee (LAC) 2023 Legislative Platform, Goals and Plan
- B. Portrait of a Well-Rounded Edina Graduate
- C. 2023-2024 Secondary New Course and Course Change/Drop Proposals
- D. EPS Academic Calendar Proposals for 2024-2025 and 2025-2026
- E. Policy Review (107, 203, 205, 210)

ACTION

- A. VEBA and HRA Trust Administrator and Trustee Change
- B. Twin Cities Transportation Contract Addendum
- C. Certification of Property Taxes Payable in 2023
- D. Establishing Combined Polling Places and Designating Hours
- E. Increase to Substitute Rates (Teachers and Paraprofessionals)
- F. Student Travel - EHS Biology to Madagascar June 2023
- G. Policy Review (106, 109, 110, 201, 202, 538)

LEADERSHIP AND COMMITTEE UPDATES

SUPERINTENDENT UPDATES

INFORMATION

- A. Enrollment Mobility Report
- B. Governmental Fund Expenditure Report – November 2022
- C. Kids Club Update

D. e-Learning Day Plan

ADJOURNMENT

The meeting adjourned at 9:57 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Karen Gabler, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
DECEMBER 12, 2022 REGULAR MEETING

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Arom, Birdman, Gabler, Greene, Neville, Shaw. Staff present: Stanley, Smasal, De St. Hubert, Edwards, Leland, Monsaas-Daly, Remsing, Sailer, Woodard; Beaton, Carlson.

APPROVAL OF AGENDA

Member Greene moved and Member Gabler seconded to approve the agenda. All members voted Aye.

EXCELLENCE IN ACTION

Edina High Schools Band Director Paul Kile and band students shared about the Band council's vision and mission.

**MEETING RECESSED at 7:10pm**

Truth in Taxation Public Hearing: Director of Business Services Mert Woodard presented information about School Funding, the District's budget, proposed tax levy for taxes payable in 2023, and invited public comments.

**MEETING RESUMED at 7:29pm**

HEARING FROM MEMBERS OF THE PUBLIC

Dorothy Kerzner spoke about the Edina Professional Association of Support Staff (EPASS). Heather Tietz spoke about STEM careers and Physics classes.

CONSENT

Member Shaw moved and Member Arom seconded to approve the consent agenda. Member Greene abstained from voting. All other members voted Aye.

The resolutions were:

- A. Minutes: *November 9 special meeting, November 14 work session and regular meetings; November 29 special meeting*
- B. Personnel Recommendations
- C. Expenditures Payable, November 2022
- D. November Electronic Funds Transfers
- E. Medical Insurance Provider Change
- F. Facility Rental Fees - Fiscal Year 2024
- G. Athletic Event Entry Ticket Transaction Fees

DISCUSSION

Board Legislative Action Committee (LAC) 2023 Legislative Platform, Goals and Plan: Committee members presented about the LAC platform, goals, and plan for 2023.

Portrait of a Well-Rounded Edina Graduate: Staff and Board members discussed an updated Portrait of a well-rounded Edina graduate.

2023-2024 Secondary New Course and Course Change/Drop Proposals: Staff and Board members discussed proposals for new courses.

EPS Academic Calendar Proposals for 2024-2025 and 2025-2026: Staff and Board members discussed proposals for the 2023-2024 and 2024-2025 academic calendars.

Policy Review (107, 203, 205, 210): Policy Committee members presented Policies 107, 203, 205, 210 for discussion. All policies will move forward for Action at the next regular meeting.

- Policy 107 Public Relations and School Communications
- Policy 203 Operation of the School Board
- Policy 205 Open Meetings & Closed Meetings
- Policy 210 Conflict of Interest School Board Members

### ACTION

VEBA and HRA Trust Administrator and Trustee Change: Member Birdman moved and Member Greene seconded to approve the motion. All members voted Aye.

Twin Cities Transportation Contract Addendum: Member Birdman moved and Member Arom seconded to approve the motion. All members voted Aye.

Certification of Property Taxes Payable in 2023: Member Greene moved and Member Gabler seconded to approve the motion. All members voted Aye.

Establishing Combined Polling Places and Designating Hours: Member Greene moved and Member Birdman seconded to approve the motion. All members voted Aye.

Increase to Substitute Rates (Teachers and Paraprofessionals): Member Shaw moved and Member Greene seconded to approve the motion. All members voted Aye.

Student Travel - EHS Biology to Madagascar June 2023: Chair Allenburg requested a motion to separate this item into two parts, 1) for the trip traveling through Ethiopia, and 2) for the trip with an alternate route. Member Shaw moved and Member Greene seconded to approve the motion. All members voted Aye.

Member Birdman motioned and Member Shaw seconded to approve the trip going through Ethiopia; Member Gabler voted Aye, Members Allenburg, Arom, Birdman, Greene, Neville, and Shaw voted Nay. The motion did not pass.

Member Birdman motioned and Member Greene seconded to approve the trip to Madagascar via an alternate route. Members Allenburg, Arom, Birdman, Gabler, Greene, and Neville voted Aye; Member Shaw voted Nay. The motion passed.

Policy Review (106, 109, 110, 201, 202, 538): Member Birdman moved and Member Arom seconded to approve the motion. All members voted Aye.

- Policy 106 School District Goals and School Improvement Goals
- Policy 109 School District Advisory Teams
- Policy 110 Decision Making Process
- Policy 201 Legal Status of the School Board
- Policy 202 School Board Officers

- Policy 538 Field Trips and Travel

#### LEADERSHIP AND COMMITTEE UPDATES

Chair Allenburg spoke about the e-Learning Plan.

#### SUPERINTENDENT UPDATES

Superintendent Stanley thanked the Edina Education Fund and the City of Edina for their support and advocacy around the District's continuous learning plan and LETRS training for staff, as well as the financial support from the Ed Fund for the Student Spaceflight Experiments Program (SSEP). Chair Allenburg echoed the Board's thanks to Dr. Randy Smasal for all his work around the SSEP project.

At 9:57 PM, there being no objection, Chair Allenburg adjourned the meeting.

VI.B. Reaffirmation of Policies



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Reaffirmation of Policies

**TYPE:** Consent

**RECOMMENDATION:** Reaffirm the actions of the past School Board with regard to policy and procedure development, and thereafter acknowledge and approve of all policies and procedures developed here-to-date, including the bylaws of the School Board.

VI.C. School Board Compensation



**Organizational Meeting Date:** 1/3/2023

**TITLE:** School Board Compensation

**TYPE:** Consent

**BACKGROUND:** Compensation for the School Board is adopted annually at its organizational meeting. Payment will consist of 24 semimonthly installments of \$187.50 each. Board members are also reimbursed by the District for Board-related expenses, and funds for school board member compensation come from within the school board budget.

**RECOMMENDATION:** Authorize \$4,500 annual compensation for each School Board member for the calendar year 2023.

VI.D. School Board Committees, Appointments,  
Liaisons and Representatives



**Board Meeting Date:** 1/3/23

**TITLE:** Board Roles, Committees and Liaisons

**TYPE:** Consent

**PRESENTER(S):** Board Chair Allenburg

**BACKGROUND:** Tonight is our annual board organizational meeting where we will be voting for board officers and other organizational details for the year. In preparation for that meeting, we discussed officers, liaisons and board committees at the December 12th, 2022 work session. Attached is a spreadsheet of the assignments that were agreed upon at the 12/22 meeting.

**RECOMMENDATION:** Approve the recommended assignments.

**PRIMARY ISSUE(S) TO CONSIDER:** Review prior to discussion.

**ATTACHMENTS:**

Suggested board roles, committees, liaisons, reps

ROLES	Term Renewed	FUNCTION	Current	Proposed
Chair	January	Presides @ all board mtgs; countersigns allowable RFPs; district rep in all actions; performs all duties chair usually performs	Allenburg	Allenburg
Vice Chair	January	Performs duties of chair in event of their temporary absence	Greene	Greene
Treasurer	January	Deposits funds in official depository; makes all reports called for by board; performs all duties treasurer usually performs	Birdman	Shaw
Asst. Treasurer	January	Assists treasurer	Arom	Birdman
Clerk	January	Keeps record of all mtgs	Shaw	Gabler
Asst. Clerk	January	Assists clerk	Gabler	Arom
Asst. Clerk	January	Assists clerk		Neville
<b>COMMITTEES</b>		<b>Advisory only</b>	<b>Current</b>	<b>Proposed</b>
Finance/Facilities	January	Asterisk indicates chair.	Birdman* Arom Neville	Shaw* Birdman Arom
Governance	January	Asterisk indicates chair.	Allenburg* Shaw Greene	Allenburg* Greene Birdman
Policy	January	Asterisk indicates chair.	Greene* Gabler Allenburg	Neville* Gabler Allenburg
T&L	January	Asterisk indicates chair.	Shaw* Arom Gabler	Gabler* Neville Greene
LAC	January	Asterisk indicates chair.	Greene* Arom	Greene* Arom Shaw
<b>ASSOCIATIONS and GROUPS</b>		<b>Advisory only</b>		<b>Proposed</b>
ISD 287	January	Provides customized, innovative, specialized, student services and educator resources to 12 member districts	Birdman	Birdman
MSHSL	January	Provides educational opportunities for students through interscholastic athletics & fine arts programs; provides leadership & support for member schools	Allenburg	Arom
City Council	January	Responsible for efficient operation of City gov't thru policies & ordinances carried out by Council-appointed City Manager	Gabler Birdman	Shaw Birdman Allenburg
Community Ed Services Advisory	January	Provides input, direction & insight to Community Education	Greene	Shaw
Insurance	January	Business Svcs & HR driven	Birdman	Neville
<b>ASSOCIATIONS and GROUPS</b>		<b>Advisory only</b>		<b>Proposed</b>
PLC - Parent Leadership Council	JUNE	Edina PLC meets monthly from September through May, with speakers and discussions varying by agenda topic.	Goldstein	Greene and Arom
<b>SCHOOL SITES</b>		<b>Advisory only</b>	<b>Current (alternate)</b>	<b>Proposed</b>
ELC/ECSE	JUNE		Gabler	Gabler
Concord	JUNE		Allenburg	Allenburg
Cornelia	JUNE			Neville
Countryside	JUNE		Greene	Shaw
Creek Valley	JUNE		Arom	Arom
Highlands	JUNE		Greene	Birdman
Normandale	JUNE			Neville
South View MS	JUNE		Birdman	Birdman
Valley View MS	JUNE		Shaw	Shaw
EHS	JUNE		Gabler	Gabler

VI.E. Appointments

VI.E.1. District Architect



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Appointment of District Architect

**TYPE:** Consent

**BACKGROUND:** WOLD Architects and Engineers has specialized in providing architectural services to K-12 schools for over forty years and has provided this service to the District since 2010.

**RECOMMENDATION:** Approve WOLD Architects & Engineers to provide architectural services both for implementation of the bond referendum, and on-going implementation of the 10-year alternative facilities plan.

**PRIMARY ISSUE(S) TO CONSIDER:** Appointment of District Architect.

VI.E.2. District Auditors



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Appointment of District Auditor

**TYPE:** Consent

**BACKGROUND:** The firm of Malloy, Montague, Karnowski, Radosevich, & Co., P.A. has conducted the financial audit of the District since 1997. William Lauer is the consulting principal for the District's audit.

**RECOMMENDATION:** Appoint the firm of Malloy, Montague, Karnowski, Radosevich, & Co., P.A. to perform the audit of the District's financial statements for the 2022–2023 school year.

**PRIMARY ISSUE(S) TO CONSIDER:** Appointment of District Auditor.

VI.E.3. District Legal Counsel



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Appointment of Legal Counsel

**TYPE:** Consent

**BACKGROUND:** The District has been using the firm of Rupp, Anderson, Squires and Waldspurger, P.A. since 2012, and some of its lead attorneys since 1990. Others of those lead attorneys remain with the firm of Ratwik, Roszak and Malloney, P.A. The District has used the services of Best & Flanagan on an as needed basis when it requires legal expertise on real estate and property matters. The District has been using Dorsey & Whitney, Knutsen, Flynn & Deans, and Kennedy & Graven Chartered for bond counsel and election services for many years. The District has been using the services of the Borene Law Firm since 2002, and the Dennis O'Brien Law Office since 2009.

**RECOMMENDATION:** Appoint the following as school district legal counsel for the 2023 calendar year: Rupp, Anderson, Squires and Waldspurger, P.A.; Dorsey & Whitney, LLP; Knutsen, Flynn & Deans P.A.; Kennedy & Graven Chartered; Ratwik, Roszak & Maloney, P.A.; Best & Flanagan; the Borene Law Firm; and the Dennis O'Brien Law Office.

**PRIMARY ISSUE(S) TO CONSIDER:** Appointment of legal counsel.

VI.E.4. Municipal Advisor



**Organizational Meeting Date:** 1/3/2023

**Title:** Appointment of Municipal Advisor

**Type:** Consent

**Background:** The firm of Ehlers and Associates, Inc., has been the District's municipal advisors since 2008. Ehlers assists the District administration with the issuance of general obligation debt, lease-purchase financing, referendum planning, and other public education and government finance matters.

**Recommendation:** Appoint the firm of Ehlers and Associates, Inc., to act as the District's primary municipal advisor for the 2023 calendar year.

**Attachment(s):**

N/A

VI.F. Authorization of Credit Cards



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Credit Cards

**TYPE:** Consent

**BACKGROUND:** The use of credit cards will provide the District with cost-efficient control and streamlined accounting for both travel and procurement. This authorization is made annually each January.

**RECOMMENDATION:** Authorize the Superintendent and the Superintendent's designees to make purchases with District credit cards.

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of responsible parties with respect to District credit cards.

VI.G. Delegations of Authority

VI.G.1. Electronic Fund Transfers



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Delegation of Authority to make Electronic Funds Transfers

**TYPE:** Consent

**BACKGROUND:** District transactions with financial institutions for investment activities, bank accounts, federal and state payroll tax deposits and vendor payments require authorization of the Controller or designee, to make electronic funds transfers. This authorization is made annually each January.

**RECOMMENDATION:** Authorize the Director or Assistant Director of Business Services or Superintendent's designee to make electronic funds transfers.

**PRIMARY ISSUE(S) TO CONSIDER:** Authorization of responsible parties with respect to electronic funds transfers.

VI.G.2. Pay Claims Prior to Board Approval



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Delegation of Authority to Pay Claims Prior to School Board Approval

**TYPE:** Consent

**BACKGROUND:** Pursuant to Minnesota Statutes § 123B.02, subd. 18, when the payment of a claim cannot be deferred until the next board meeting without loss to the district of a discount privilege, or when payment of a claim cannot be deferred until the next board meeting because of contract terms, purchase order terms, or a vendor's standard terms which are part of the contract, the claim may be paid prior to board approval, providing that the board:

- A) has delegated authority to make a payment prior to board approval; and
- B) requires that these payments be acted upon at the next board meeting.

Payment prior to board approval must not affect the right of the district or a taxpayer to challenge the validity of a claim.

Holding these payments to vendors until the next board meeting would be an unreasonable delay and in several instances would exceed the 35 days allowed by Minnesota Statutes § 471.425.

This authorization is made annually each January.

**RECOMMENDATION:** Authorize the Director or Assistant Director of Business Services, or Superintendent's designee to pay claims prior to Board approval, providing that the payments made will be reviewed and acted upon at the following Board meeting.

**PRIMARY ISSUE(S) TO CONSIDER:** Delegation of responsible parties to pay claims prior to School Board approval.

VI.H. Designations

VI.H.1. Depositories



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Designation of Depositories

**TYPE:** Consent

**BACKGROUND:** It is the intent of the District to use U.S. Bank and MN Trust as the primary depositories for the school district and student activity checking accounts. The remaining banks are to be used for investment purposes. Smith Barney, Inc. is also to be used to accept gifts of stock which will be immediately sold for cash.

**RECOMMENDATION:** Designate U.S. Bank; Minnesota School District Liquid Asset Fund; MNTrust Fund; PMA Financial Network; PMA Securities, Inc.; and Smith Barney, Inc. as official depositories for the 2023 calendar year.

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of depositories.

VI.H.2. Official Newspaper



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Designation of Official Newspaper

**TYPE:** Consent

**RECOMMENDATION:** Designate the *Edina Sun-Current* newspaper as the official publication effective January 1 through December 31, 2023.

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of official newspaper.

VI.H.3. Responsible Authority and Data Practices  
Compliance Officers



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Designation of Responsible Authority and Designation of Data Practices Compliance Officials

**TYPE:** Consent

**BACKGROUND:** According to Minn. Rules 1205.0200, subd. 14 (C) and 1205.1000, each school district must annually appoint a Responsible Authority who will be “the individual responsible for the collection, use, and dissemination of any set of data on individuals, government data, or summary data” as defined in Minn. Stat. § 13.02, subd. 16. In accordance with Minn. Stat. § 13.05, subd. 13, the school district must appoint or designate an employee to serve as its Data Practices Compliance Official. The Superintendent has determined that members of the Cabinet will serve as Data Practices Compliance Officials as it pertains to their particular area of responsibility. The public may direct to the above-noted individuals questions or concerns regarding obtaining access to data or discussing other data practices issues.

**RECOMMENDATION:** Designate the Edina Public Schools Responsibility Authority for Government Data and also designate the Data Practices Compliance Officials as follows:

Responsible Authority- Dr. Stacie Stanley, Superintendent

Data Practices Compliance Officials - Cabinet:

Assistant Superintendent - Randy Smasal

Director of Teaching and Learning - Jody De St. Hubert

Director of Marketing and Communications - Daphne Edwards

Director of Community Education and Strategic Partnerships - Dr. Anne Marie Leland

Director of District Media and Technology - Natasha Monsaas-Daly

Director of Student Support Services - Jody Remsing

Director of Human Resources - Sonya Sailer

Director of Business Services - Mert Woodard

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of responsible parties as described above.

VI.H.4. Signatories to General Checking Accounts  
for 2023



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Signatories on General Checking Accounts for 2023

**TYPE:** Consent

**BACKGROUND:** This authorization enables the District to conduct its financial transactions with its bank. This authorization is made annually each January.

**RECOMMENDATION:** Designate U.S. Bank as the depository for the general checking accounts of the School District. Any person named below is hereby authorized as a signatory to transact financial business on behalf of the School District. This authorization includes but is not limited to financial transactions such as signing checks, drafts and other withdrawal orders; supplying the depository with specimen signatures of the authorized signatories; and all other directions and instructions needed to follow U.S. Bank's Rules and Regulations governing bank accounts.

\_\_\_\_\_, Board Treasurer  
\_\_\_\_\_, Board Chair  
\_\_\_\_\_, Board Clerk  
Stacie Stanley, Superintendent  
Mert Woodard, Director of Business Services  
Jason Stegeman, Assistant Director of Business Services

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of responsible parties as described above.

## VII. Discussion

### VII.A. EVP Elementary Update



**Organizational Meeting Date:** 1/3/2023

**TITLE:** EVP Elementary Update

**TYPE:** Discussion

**PRESENTER(S):** Dr. Randy Smasal, Assistant Superintendent; and Steven Cullison, EVP Coordinator

**BACKGROUND:** When students were able to return to in-person learning during the pandemic, some families wished to continue with online learning. The district, at the elementary level, provided this as an option, initially under the name Edina Virtual Academy, and then once approved as a comprehensive program through the Minnesota Department of Education under the Edina Virtual Pathway branding. The program has provided a quality education to its students, and continues to serve its students needs at a high level this year. Enrollment, however, has decreased substantially, year-over-year, likely due to decreased concerns around COVID in the in-person setting.

**RECOMMENDATION:** The district's administrative recommendation is to phase out Elementary Edina Virtual Pathway over the next two years, offering only grades 4-5 for the 2023-24 school year.

**Desired Outcomes from the Board:** Thoroughly review details of recommendation prior to board meeting and come with prepared questions and feedback for administration.

## **Rationale**

1. Enrollment

- Enrollment in 2021-2022 for Edina Virtual Academy averaged approximately 90 students.
- The current 2022-2023 Edina EVP enrollment is 29 students.
- It is anticipated that the current level of enrollment reflects the level of interest in online learning at the elementary level in absence of unpredictable outside factors (such as increased health concerns raised by new COVID variants.) Put differently, the district anticipates that the current level of enrollment is the base-line which should be used for planning purposes in the next few years.

## 2. Budget Summary

- EVP K-5 revenue, based upon enrollment, was projected to be approximately \$276,622 for 2022-2023.
- EVP K-5 expenditures are projected to be approximately \$337,314. These costs are almost entirely dedicated to staffing those who provide direct services (instruction or as a paraprofessional) to students.
- \*\*EVP K-5 is projected to run at a deficit of approximately \$60,692 this year, relative to its generated revenue.
  - The primary driver of this deficit is small class sizes. In order to provide quality instruction, the students must be split into two classes, despite the low enrollment.
- \*\*Edina K-12 Virtual Pathway was budgeted \$826,243 for 2022-2023. Though costs exceed revenue for the K-5 program, ***EVP will come in under its allocated budget this school year due to enrollment in 9-12.***

## 3. Middle and High School Online Learning

- Interest in online learning for grades 6-8 was insufficient to run a program in a fiscally responsible manner for 2022-2023. It is not anticipated that this would change in the foreseeable future.
- Interest in Edina Virtual Pathway at the high school level has been substantial. The program serves enough full-time online students to operate in a fiscally responsible manner, while also offering online courses for in-person students to take as an additional option.
- Because administration does not foresee offering a middle grades option at this time, there is a gap between the elementary and secondary programs at this time.

## 4. Tuition Agreements with Other Programs

- In 2022-2023, Edina families seeking online learning for kindergarten or grades 6-8 have been able to receive service through a neighboring district under a tuition agreement. This agreement has allowed Edina families to gain access to online learning while retaining enrollment in their home district. It has also allowed Edina to retain some of the revenue generated by their enrollment.
- This agreement structure could be extended to grades 2-3 in the upcoming year and to grades 4, and then 5, in the following years for those families that wish to continue in an online learning environment.

#### 5. Grades 2-3

- Barring new enrollment or student withdrawal, anticipated enrollment for the 2023-2024 school year would be as follows:
  - Grade 2 - 2 students
  - Grade 3 - 3 students
  - Grade 4 - 13 students
  - Grade 5 - 12 students
- Most of the decrease in interest in K-5 online learning occurred in the primary grades. It is an administrative recommendation to provide an online learning option for existing families, phasing out the program gradually, offering one fewer grade each year.
- Redirecting the five families whose students will be in grades 2 or 3 next year to in-person learning or online through a partner district would allow EVP to run a single, full-sized, class with a narrow band of grade levels. *Edina Virtual Pathway recognizes the potential disruption this could represent for the impacted families.*

#### **Proposed Timeline**

- Communication Plans
  - Dec. 30 - Notify parents/guardians of proposal going to board for discussion
  - Jan. 10 - Notify parents/guardians of board decision on proposal
  - February - Survey families on plans for 2023-2024 and finalize enrollment for 2023-2024
  - March - Finalize staffing for 2023-2024



VII.B. Process Overview of City/School District  
Board Election Partnership Process



**Organizational Meeting Date:** 1/3/2023

**TITLE:** Process Overview of City/School District Board Election Partnership Process

**TYPE:** Discussion

**PRESENTER(S):** Governance Committee

**BACKGROUND:** At the board's 12/12 work session, the City of Edina and Edina School District agreed it would be beneficial to have further meetings to come up with a mutually beneficial solution. The school board agreed to have the governance committee propose a process to accomplish this goal. The governance committee met after the 12/12 work session and is recommending the attached process to identify how the board and city will work towards a partnership on school district voting processes.

**RECOMMENDATION:** Discuss and bring questions regarding proposed process and timing.

**PRIMARY ISSUE(S) TO CONSIDER:** Proposed process

**ATTACHMENTS:** Edina School District Election Proposed Process Document

## Edina School District Election

### Background Information

In an effort to avoid any alignment with partisan politics, Minnesota historically held school board elections in the Springtime. In the 1980's the Minnesota legislature required that school board elections be held on election day in November, but allowed districts to hold board elections on off-years over the continued concerns of having partisan influences in school board races.

Since the 1980's, the City of Edina and Edina School District have had a division of labor resolution where the City of Edina will perform the election duties for the Edina School District so they may hold their elections on off-cycle election years. This system was developed in an effort to avoid partisanship in school board elections, capitalize upon the integrity of elections conducted by the city and to utilize the city's superior elections systems.

In April 2022, the City of Edina expressed a desire to analyze current election processes to come up with a new partnership that is beneficial for both governmental entities and our stakeholders, the voters of Edina. Both the City of Edina and School Board of Edina Public schools have expressed similar interests in running our city-wide elections with the utmost integrity. As such, the following process is being recommended to renew the city and district election partnership while honoring stakeholder and governing body priorities. Below are some examples of these: security of students and staff in school buildings, election integrity, workload distribution, cost and a continued effort to respect the non-partisan nature of school board races and safety.

### Process Overview

The governance committee is recommending the following process to identify how the board and city will work towards a partnership on school district voting processes.

- **Blue means overarching process.**
- **Purple is process for 2023 election resolution only.**

Date	Who	Intended Outcomes
12/21/23	District's governance committee meets	Finalize a process outline to share with the board; agreement on making a recommendation for research.
1/3/23	Board discussion on recommended process	Consensus on process; agreement on research project.
1/4/23	Board's governance committee	Meets to discuss resolution and district legal counsel recommendations; Resolution ready for discussion at 1/9 board meeting.

1/9/23	Full board discussion on 2023 election resolution.	Gathering of board comments for intended board approval 2/13.
Week of 1/16/23	City/school committee meeting	<ul style="list-style-type: none"> <li>(1) Discuss key priorities/common goals for city and district</li> <li>(2) Brainstorm preliminary election plan and resolution requirements</li> </ul>
1/24/23	Board work session	Discussion of preliminary election plan and resolution requirements to get feedback from the board.
2/13/23	Board action on 2023 election resolution.	Board approval of 2023 election resolution.
2/20/23	City/board committee meeting	Second meeting to review feedback from full governing bodies; revisions made.
2/28/23	Board work session	Discussion of final revisions and recommendations for election plan and resolution.
3/13/23	Board regular meeting	Board discussion of election plan and resolution at regular meeting.
4/17/23	Board regular meeting	Board action of election plan and resolution at regular meeting.

VIII. Leadership Updates

IX. Adjournment