

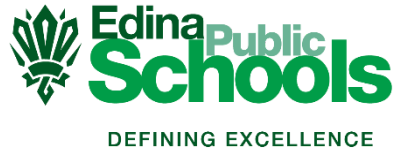
Organizational Meeting

Monday, January 8, 2024 4:30 PM

ECC Room 349, 5701 Normandale Road, Edina, MN 55424

I. Determination of Quorum and Call to Order

II. Approval of Agenda



School Board Organizational Meeting
Monday, January 8, 2024; 4:30 PM
ECC Room 349

- I. Determination of Quorum and Call to Order**
- II. Approval of Agenda**
- III. Action**
 - A. Annual Election of Board Chair
 - B. Annual Election of Board Officers
- IV. Consent**
 - A. Reaffirmation of Policies
 - B. School Board Compensation
 - C. School Board Committees, Appointments, Liaisons and Representatives
 - D. Appointments
 - District Architect
 - District Auditors
 - District Legal Counsel
 - Municipal Advisor
 - E. Authorization of Credit Cards
 - F. Delegations of Authority
 - Electronic Fund Transfers
 - Pay Claims Prior to Board Approval
 - G. Designations
 - Depositories
 - Official Newspaper
 - Responsible Authority and Data Practices Compliance Officials
 - Signatories to General Checking Accounts for 2024
- V. Leadership Updates**
- VI. Adjournment**

III. Action

III.A. Annual Election of Board Chair



Organizational Meeting Date: 1/8/2024

Title: Election of Board Chair

Type: Action

Presenter(s): School Board

Recommendation: Certify that Erica Allenburg was elected as School Board Chair at the annual organization meeting.

III.B. Annual Election of Board Officers



Organizational Meeting Date: 1/8/2024

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: Karen Gabler

Treasurer: Michael Birdman

Clerk: Dan Arom

And certify that the following officers were appointed:

Assistant Treasurer: Jennifer Huwe

Assistant Clerk: Cheryl Barry

Assistant Clerk: Elliot Mann

Deputy/Acting Clerk
For School Elections
& during Pandemic: Mert Woodard, Director of Finance and Operations

Reference:
Edina School District Policy 203

IV. **Consent**

IV.A. Reaffirmation of Policies



Organizational Meeting Date: 1/8/2024

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.

Desired Outcome(s) from the Board: 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.

IV.B. School Board Compensation



Organizational Meeting Date: 1/8/2024

Title: School Board Compensation

Type: Consent

Description: Compensation for the School Board is adopted annually at its organizational meeting. Payment will consist of 24 semi monthly 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 of compensation for each School Board member for the 2024 calendar year.

Desired Outcome(s) from the Board: Authorize \$4,500 of compensation for each School Board member for the 2024 calendar year.

IV.C. School Board Committees, Appointments,
Liaisons and Representatives



Board Meeting Date: 1/8/2024

Title: Board Liaison, Committee and Leadership Roles

Type: Action

Presenter(s): Chair Allenburg, Edina School Board

Description: Approval of 2024 Board Liaison, Committee and Leadership Roles

Background Information: At the board's annual organizational meeting in January, the board votes on leadership roles, committee assignments and any shifts in liaison assignments for the upcoming calendar year due to the board election. The board discussed these items at our December work session.

Recommendation: The board approves the recommended assignments

Desired Outcomes from the Board: See recommendation.

Attachment(s): 2023-2024 Board Roles, Cmtes, Liaisons & Reps.xlsx: Roles and Committees, Liaisons and Reps, PLC/Communications Calendar

ROLES	Term Renewed	FUNCTION	Proposed Jan 2024
Chair	January	Presides @ all board mtgs; countersigns allowable RFPs; district rep in all actions; performs all duties chair usually performs	Allenburg
Vice Chair	January	Performs duties of chair in event of their temporary absence	Gabler
Treasurer	January	Deposits funds in official depository; makes all reports called for by board; performs all duties treasurer usually performs	Birdman
Asst. Treasurer	January	Assists treasurer	Huwe
Clerk	January	Keeps record of all mtgs	Arom
Asst. Clerk	January	Assists clerk	Mann
Asst. Clerk	January	Assists clerk	Barry
COMMITTEES		Advisory only	Proposed Jan 2024
Finance/Facilities	January	Asterisk indicates chair.	Birdman* Huwe Mann
Governance	January	Asterisk indicates chair.	Allenburg* Arom Gabler
Policy	January	Asterisk indicates chair.	Gabler* Birdman Huwe
T&L	January	Asterisk indicates chair.	Allenburg* Barry Mann
LAC	January	Asterisk indicates chair.	Arom* Barry

	2023-2024 School Year Proposal	Proposed 2024 Board Assignment
ASSOCIATIONS		
AMSD	One board member attends AMSD meetings monthly and ongoing representation	Dan Arom
MSBA	One board member attends MSBA meetings monthly and ongoing representation	Michael Birdman
GROUPS		
Ed Fund	One board member attends Ed Fund meeting (twice yearly), ongoing representation as needed	Karen Gabler
Talent Development Advisory Cmte	One board member attends the Talent Development Advisory Committee meetings, as scheduled and ongoing representation	Cheryl Barry
Student Voice Liaison	One board member assigned	Elliot Mann
Cultural Liaison Representative	One board member assigned	Erica Allenburg
SEAC - Special Services Advisory Cmte and Mental Health & Wellness	One board member attends SEAC meetings, monthly, and ongoing representation	Erica Allenburg and Dan Arom
World's Best Workforce	Two board members attend meetings	Karen Gabler and Cheryl Barry
Meet and Confer	Board chair and Vice Chair	Erica Allenburg and Karen Gabler
Community Ed Services Advisory	One board member assigned	Jen Huwe
City Council	2-3 board members assigned	Erica Allenburg and Michael Birdman
SCHOOL SITES	Proposed	
ELC/ECSE	Board member attends every other month; site to receive montly written board summary, and ongoing representation as needed	Karen Gabler
Elementary Site Liaison 1: Concord, Countryside, Creek Valley	One board member rotates attendance at Concord, Countryside, Creek Valley monthly PTO meetings, and ongoing representation as needed	Dan Arom
Elementary Site Liaison 2: Cornelia, Highlands, Normandale	One board member rotates attendance at Cornelia, Highlands, Normandale monthly PTO meetings, and ongoing representation as needed	Jen Huwe
Middle School Liaison	Board members attend bi-monthly; site to receive monthly written board summary, and ongoing representation as needed.	Elliot Mann
EHS	Board members attend bi-monthly; site to receive monthly written board summary, and ongoing representation as needed.	Michael Birdman

***ISD 287 has been removed from this chart because it is more than a liaison role, it is a paid full board position that needs to be renewed annually in January.

* 2023 BrightWorks rep is Karen Gabler, 3 year term

<i>Board Calendar for PLC Attendance</i>				
September	Greene			
October	Shaw			
November	Neville			
December	Gabler			
January	Allenburg			
February	Arom			
March	Birdman			
April	Barry			
May	Huwe			

Outline for Board Updates from Liaisons

This outline is considered a minimum expectation but updates can be brought at anytime.

August				
September	SEAC update			
October	Secondary sites update			
November	Elementary sites update, AMSD update			
December	ELC/ECSE update, MSBA update			
January	Community Ed Services Update, Talent Dev. update			
February	Secondary sites update, student voice liaison update, cultural liaison update			
March	Elementary sites update, AMSD update			
April	ELC/ECSE update, MSBA update			
May	Community Ed Services update, Talent Dev. update			
June	SEAC update			
July				

IV.D. Appointments

IV.D.1. District Architect



Organizational Meeting Date: 1/8/2024

Title: Appointment of District Architect

Type: Consent

Description: 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 and Engineers to provide architectural services for on-going implementation of the District's 10-year alternative facilities plan and other projects as directed by the Superintendent or their designee.

Desired Outcome(s) from the Board: Appointment of District Architect.

IV.D.2. District Auditor



Organizational Meeting Date: 1/8/2024

Title: Appointment of District Auditor

Type: Consent

Description: The firm of Malloy, Montague, Karnowski, Radosevich, & Co., P.A. has conducted the financial audit of the District since 1997. William Lauer is the principal auditor of 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 2023–2024 school year.

Desired Outcome(s) from the Board: Appointment of District Auditor.

IV.D.3. District Legal Counsel



Organizational Meeting Date: 1/8/2024

Title: Appointment of Legal Counsel

Type: Consent

Description: The District has been using the firm of Squires, Waldspurger and Mace, 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 2024 calendar year: Squires, Waldspurger and Mace, 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.

Desired Outcome(s) from the Board: Appointment of legal counsel.

IV.D.4. Municipal Advisor



Organizational Meeting Date: 1/8/2024

Title: Appointment of Municipal Advisor

Type: Consent

Description: The firm of Ehlers 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 Inc., to act as the District's primary municipal advisor for the 2024 calendar year.

Desired Outcome(s) from the Board: Appointment of Municipal Advisor

IV.E. Authorization of Credit Cards



Organizational Meeting Date: 1/8/2024

Title: Credit Cards

Type: Consent

Description: 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.

Desired Outcomes from the Board: Designation of responsible parties with respect to District credit cards.

IV.F. Delegations of Authority

IV.F.1. Electronic Fund Transfers



Organizational Meeting Date: 1/8/2024

Title: Delegation of Authority to make Electronic Fund Transfers

Type: Consent

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

Recommendation: Authorize the Director of Finance and Operations, Assistant Director of Finance, or Superintendent's designee to make electronic funds transfers.

Desired Outcome(s) from the Board: Authorization of responsible parties with respect to electronic fund transfers.

IV.F.2. Pay Claims Prior to Board Approval



Organizational Meeting Date: 1/8/2024

Title: Delegation of Authority to Pay Claims Prior to School Board Approval

Type: Consent

Description: 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 of Finance and Operations, Assistant Director of Finance, 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.

Desired Outcome(s) from the Board: Delegation of responsible parties to pay claims prior to School Board approval.

IV.G. Designations

IV.G.1. Depositories



Organizational Meeting Date: 1/8/2024

Title: Designation of Depositories

Type: Consent

Description: It is the intent of the District to use U.S. Bank as the primary depository for District bank accounts. The remaining institutions 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; BMO Harris Bank; MNTrust Fund; PMA Financial Network; PMA Securities, Inc.; and Smith Barney, Inc. as official depositories for the 2024 calendar year.

Desired Outcome(s) from the Board: Designation of depositories.

IV.G.2. Official Newspaper



Organizational Meeting Date: 1/8/2024

Title: Designation of Official Newspaper

Type: Consent

Recommendation: Designate the *Edina Sun-Current* newspaper as the official publication effective January 1 through December 31, 2024.

Desired Outcome(s) from the Board: Designation of official newspaper.

IV.G.3. Responsible Authority and Data Practices
Compliance Officials



Organizational Meeting Date: 1/8/2024

Title: Designation of Responsible Authority and Designation of Data Practices Compliance Officials

Type: Consent

Description: 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 - Dr. Randy Smasal

Director of Achievement Equity and Multilingual Learner Programming - Frannie Becquer

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 Finance and Operations - Mert Woodard

Desired Outcome(s) from the Board: Designation of responsible parties as described above.

IV.G.4. Signatories to General Checking Accounts
for 2024



Organizational Meeting Date: 1/8/2024

Title: Signatories on General Checking Accounts for 2024

Type: Consent

Description: This authorization enables the District to conduct financial transactions with its banks. This authorization is made annually each January.

Recommendation: Designate U.S. Bank as the depository for the general checking accounts of the 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.

Erica Allenburg, Board Director
Dan Arom, Board Director
Cheryl Barry, Board Director
Michael Birdman, Board Director
Karen Gabler, Board Director
Jennifer Huwe, Board Director
Elliott Mann, Board Director
Stacie Stanley, Superintendent
Jason Stegeman, Assistant Director of Finance
Mert Woodard, Director of Finance and Operations

Desired Outcome(s) from the Board: Designation of responsible parties as described above.

V. **Leadership Updates**

VI. **Adjournment**