

Organizational Meeting

Monday, January 5, 2026 5:00 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 5, 2026; 5:00 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. 2026-2027 Board Meeting Dates
 - E. Appointments
 - District Architect
 - District Auditor
 - District Legal Counsel
 - Municipal Advisor
 - F. Authorization of Credit Cards
 - G. Delegations of Authority
 - Electronic Fund Transfers
 - Pay Claims Prior to Board Approval
 - H. Designations
 - Depositories
 - Official Newspaper
 - Responsible Authority and Data Practices Compliance Officials
 - Signatories to General Checking Accounts for 2026
- V. Leadership Updates**
- VI. Adjournment**

NOTE: School Board members may participate by interactive technology
as permitted by Minnesota Statute 13D.02

III. Action

III.A. Annual Election of Board Chair



Organizational Meeting Date: 1/5/2026

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.

III.B. Annual Election of Board Officers



Organizational Meeting Date: 1/5/2026

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: Mert Woodard, Director of Finance and Operations

Reference:

Edina School District Policy 203

IV. Consent

IV.A. Reaffirmation of Policies



Organizational Meeting Date: 1/5/2026

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: 1/5/2026

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 2026 calendar year.

Desired Outcome(s) from the Board: Authorize \$4,500 of compensation for each School Board member for the 2026 calendar year.

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



Board Meeting Date: 1/5/2026

Title: Board Liaison, Committee and Leadership Roles

Type: Discussion

Presenter(s): Chair Karen Gabler, Edina School Board

Description: Approval of 2026 Board Liaison, Committee and Leadership Roles

Background Information: At the board's annual organizational meeting in January, the board votes on 2026 leadership roles, committee assignments, our District 287 liaison and any shifts in liaison assignments due to changes in leadership roles. The board discussed these items at our December work session with a goal of balancing institutional knowledge while diversifying leadership opportunities, board member interest, and workload.

Recommendation: The board approves the recommended assignments.

Desired Outcomes from the Board: Approve recommended assignments.

Attachment(s): [Proposed 2026 Board Roles, Cmtes, Liaisons & Reps](#)

ROLES	Term Renewed	FUNCTION	Current	Effective Jan 2026
Chair	January	Presides @ all board mtgs; countersigns allowable RFPs; district rep in all actions; performs all duties chair usually performs	Gabler	Gabler
Vice Chair	January	Performs duties of chair in event of their temporary absence	Allenburg	Barry
Treasurer	January	Deposits funds in official depository; makes all reports called for by board; performs all duties treasurer usually performs	Huwe	Huwe
Asst. Treasurer	January	Assists treasurer	Birdman	Mann
Clerk	January	Keeps record of all mtgs	Barry	Allenburg
Asst. Clerk	January	Assists clerk	Arom	Arom
Asst. Clerk	January	Assists clerk	Mann	Birdman
COMMITTEES	Term Renewed		Effective Jan 2025	
Finance/Facilities	January	Asterisk indicates chair.	Huwe* Birdman Gabler	Huwe* Mann Allenburg
Governance	January	Asterisk indicates chair.	Gabler* Arom Allenburg	Gabler* Barry Birdman
Policy	January	Asterisk indicates chair.	Allenburg* Mann Huwe	Allenburg* Barry Arom
T&L	January	Asterisk indicates chair.	Barry* Birdman Mann	Mann* Huwe Gabler
LAC	June	Asterisk indicates chair.	Arom* Birdman	Arom* Birdman
COMMITTEES	Term Renewed		Effective Jan 2025	
District 287	January	N/A	Birdman	Birdman
Negotiations	Negotiation Years	Board representatives at EME contract negotiations	Birdman Mann	N/A

	Term Renewed	Function	Role Definition	Effective Jan/June 2026
ASSOCIATIONS				
AMSD	JUNE	AMSD advocates for metropolitan school districts and advances legislation supporting student achievement. The Bd of Directors, comprised of the superintendent & 1 school board member from each of the 44 member school districts, governs the association. Board representative also serves on LAC.	One board member attends AMSD meetings monthly and ongoing representation.	Dan Arom
MSBA	JUNE	Supports, promotes, enhances the work of public school boards and public education. Bd of Directors is comprised of 1 rep from each MSBA District. 6 divisions - Admin/Governance; Bd Devel/Training; Gov't Relations; Mgmt Svcs; Policy Svcs; PR/Communications.	One board member attends MSBA meetings (online coffee and conversation) monthly.	Michael Birdman
GROUPS				
Ed Fund/Edina Give and Go	JUNE	Independent non-profit organization dedicated to continued EPS academic excellence. Secures private, supplemental funding to support valuable education experiences & innovative projects. Funds raised augment school system revenues provided by taxes, state aid, and other parent and student led fundraising efforts.	One board member attends Ed Fund and Give & Go meetings (twice yearly), ongoing representation as needed.	Michael Birdman
Talent Development Advisory Cmte	JUNE	Incls Talent Development Coord, teaching specialists, a principal rep, two volunteer parent reps from each school. Provides network for communication, support, and accountability.	One-time introductory meeting; available as resource on-call.	Cheryl Barry
Cultural Liaison Representative	JUNE	This liaison will work with our Director of Equity to identify opportunities for board members to seek voice and information from underrepresented groups. Liasion will seek to inform board of these opportunities.	One board member assigned.	Jen Huwe
SEAC - Special Services Advisory Cmte and Wellness Committee	JUNE	State required; promotes understanding of district-wide issues relating to education/welfare of EPS students. Incls reps of each school parent organization, ELC, Community Ed, & Ed Fund. SEAC meets monthly.	One board member attends SEAC meetings, monthly, and ongoing representation / Wellness Committee	Karen Gabler Cheryl Barry
Meet and Confer	JAN	Policies and other matters related to employment other than terms and conditions of employment as defined by the Minnesota Public Employee Labor Relations Act. Meet and Confer meets a minimum of three times a year and as needed for additional issues.	Board Chair and Vice Chair	Karen Gabler Cheryl Barry
Community Ed Services Advisory	JUNE	Provides input, direction & insight to Community Education, meets quarterly	One board member assigned	Jen Huwe
City Council	JUNE	A committee dedicated to facilitating the partnership with the City of Edina. Two board members will be assigned to this committee, along with the Superintendent. Goal is for meetings to be quarterly or as needed when issues arise.	2 board members assigned	Erica Allenburg Elliot Mann
Go Green Advisory Committee	JAN	The committee promotes sustainable environmental and energy conservation initiatives by providing information and support for schools and programs in the district. Meetings are montly for one hour.	One board member, who is a member of the finance and facilities committee, will attend one meeting per year; available as a resource on-call.	Jen Huwe
SCHOOL SITES				
ELC/ECSE	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site. It is recommended that the board members assigned to this does not have students at this site.	One-time introductory meeting; available as resource on-call.	Cheryl Barry
Elementary Site Liaison 1: Concord, Countryside	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site. Board members attend every third month; site to receive monthly written board summary. It is recommended that the board members assigned to this do not have students at any of these sites.	One-time introductory meeting; available as resource on-call.	Elliot Mann
Elementary Site Liaison 2: Normandale, Creek Valley	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site. Board members attend every third month; site to receive monthly written board summary. It is recommended that the board members assigned to this do not have students at any of these sites.	One-time introductory meeting; available as resource on-call.	Erica Allenburg
Elementary Site Liaison 3: Cornelia, Highlands	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site. Board members attend every third month; site to receive monthly written board summary. It is recommended that the board members assigned to this do not have students at any of these sites.	One-time introductory meeting; available as resource on-call.	Karen Gabler
Middle School Liaison	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site. It is recommended that the board members assigned to this do not have students at any of these sites.	One-time introductory meeting; available as resource on-call.	Michael Birdman
EHS	JUNE	Attend PTO or site council meetings only to share information about the board and collect information about site. It is recommended that the board members assigned to this does not have students at this site.	One-time introductory meeting; available as resource on-call.	Dan Arom

***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

IV.D. 2026-2027 Board Meeting Dates



Board Meeting Date: 1/5/2026

Title: 2026-2027 Board Calendar Dates

Type: Consent

Presenter(s): Chair Karen Gabler, Edina School Board

Description: The School Board holds regular meetings once a month, generally on the second Monday of the month, beginning at 7:00 PM in Room 349 of the Edina Community Center. Scheduled work sessions generally begin at 5:00 PM and are held on the second Monday and the third Tuesday of the month. Any changes or additions are made in accordance with District policy and are posted on the district website and the Edina Community Center district bulletin board.

Recommendation: Approve the attached meeting dates for the 2026-2027 school year at the January Organizational meeting.

Desired Outcome(s) from the Board: Approve 2026-2027 School Board Meeting Dates

Attachment(s): [2026-2027 School Board Meeting Dates](#)



2026-2027 Board Meeting Dates

	1st work session and regular meeting (Monday)	2nd work session (Tuesday)
July	13	21
August	10	18
September	14	22
October	12	20
November	9	17
December	7	15
January	4*	-
January	11	19
February	8	16
March	8	16
April	12	27
May	10	18
June	14	22

*This is the required organizational meeting on the first Monday in January and will start at 5:00 pm.

IV.E. Appointments

IV.E.1. District Architect



Organizational Meeting Date: 1/5/2026

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.E.2. District Auditor



Organizational Meeting Date: 1/5/2026

Title: Appointment of District Auditor

Type: Consent

Description: The firm of LB Carlson, formerly known as MMKR, 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 LB Carlson to perform the audit of the District's financial statements for the 2025–2026 school year.

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

IV.E.3. District Legal Counsel



Organizational Meeting Date: 1/5/2026

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 2026 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.E.4. Municipal Advisor



Organizational Meeting Date: 1/5/2026

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 2026 calendar year.

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

IV.F. Authorization of Credit Cards



Organizational Meeting Date: 1/5/2026

Title: Authorization of 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.G. Delegations of Authority

IV.G.1. Electronic Fund Transfers



Organizational Meeting Date: 1/5/2026

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.G.2. Pay Claims Prior to Board Approval



Organizational Meeting Date: 1/5/2026

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.H. Designations

IV.H.1. Depositories



Organizational Meeting Date: 1/5/2026

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; PTMA Financial Network; PTMA Securities, Inc.; and Smith Barney, Inc. as official depositories for the 2026 calendar year.

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

IV.H.2. Official Newspaper



Organizational Meeting Date: 1/5/2026

Title: Designation of Official Newspaper

Type: Consent

Recommendation: Designate the *Edina Sun-Current* newspaper as the official publication effective January 1 through December 31, 2026.

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

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



Organizational Meeting Date: 1/5/2026

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. Daniel Bittman, Superintendent

Data Practices Compliance Officials - Cabinet:

Assistant Superintendent - Nathan Swenson

Director of Achievement Equity and Multilingual Learner Programming - Dr. 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 Student Support Services - Jody Remsing

Executive 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.H.4. Signatories to General Checking Accounts
for 2026



Organizational Meeting Date: 1/5/2026

Title: Signatories on General Checking Accounts for 2026

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
Daniel Bittman, Superintendent
Baillie Nash, 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**