

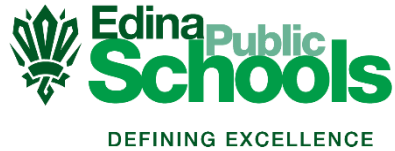
## **Organizational Meeting**

Monday, January 6, 2025 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 6, 2025; 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 Auditor
    - 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 2025
- V. Leadership Updates**
- VI. Adjournment**

### III. Action

III.A. Annual Election of Board Chair



**Organizational Meeting Date:** 1/6/2025

**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:** 1/6/2025

**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 Finance and Operations

Reference:  
Edina School District Policy 203

**IV. Consent**

IV.A. Reaffirmation of Policies



**Organizational Meeting Date:** 1/6/2025

**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:** 1/6/2025

**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 2025 calendar year.

**Desired Outcome(s) from the Board:** Authorize \$4,500 of compensation for each School Board member for the 2025 calendar year.

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



**Board Meeting Date:** 1/6/2025

**Title:** Board Liaison, Committee and Leadership Roles

**Type:** Action

**Presenter(s):** Chair, Edina School Board

**Description:** Discussion of 2025 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, 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.

With a board chair shift, certain liaison roles require a shift in assignment and those are highlighted.

**Recommendation:** The board approves the recommended assignments.

**Desired Outcomes from the Board:** See recommendation.

**Attachment(s):** 2025 Board Roles, Cmtes, Liaisons & Reps.xlsx: Roles and Committees, Liaisons and Reps

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

	Term Renewed	Function	Role Definition	2024-2025 Board Assignment	Proposed Assignment Jan 2025
<b>ASSOCIATIONS</b>					
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.	Cheryl Barry	
<b>GROUPS</b>					
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.	Karen Gabler	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	
Student Voice Liaison	JUNE	Seek out additional opportunities to garner student voice, bring update and ideas to board at December work session prior to board updating any roles for January.	One board member assigned.	Elliot Mann	
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. Liaison 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 & Dan Arom	
Meet and Confer	JAN	Policies and other matters related to employment other than terms and conditions of employment as defined by the Minnesota Public Employees 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	Erica Allenburg Karen Gabler	Karen Gabler Erica Allenburg
Community Ed Services Advisory	JUNE	Provides input, direction & insight to Community Education, meets quarterly	One board member assigned	Jen Huwe	
WBWF	JUNE			Cheryl Barry Karen Gabler	Cheryl Barry Erica Allenburg
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 monthly 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.	Michael Birdman	Jen Huwe
<b>SCHOOL SITES</b>					
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.	Dan Arom	
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.	Michael Birdman	

Board Calendar for PLC Attendance

September	Karen Gabler	9/10 10/8
October	Jen Huwe	11/12
November	Elliot Mann	12/3
December	Erica Allenburg	1/4
January	Dan Arom	2/11
February	Cheryl Barry	3/4
March	Michael Birdman	4/8
April	Karen Gabler	5/13
May	Jen Huwe	

\*\*\*SD 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. Appointments

IV.D.1. District Architect



**Organizational Meeting Date:** 1/6/2025

**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:** 1/6/2025

**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 2024–2025 school year.

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

IV.D.3. District Legal Counsel



**Organizational Meeting Date:** 1/6/2025

**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 2025 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:** 1/6/2025

**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 2025 calendar year.

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

IV.E. Authorization of Credit Cards



**Organizational Meeting Date:** 1/6/2025

**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:** 1/6/2025

**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:** 1/6/2025

**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:** 1/6/2025

**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 2025 calendar year.

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

IV.G.2. Official Newspaper



**Organizational Meeting Date:** 1/6/2025

**Title:** Designation of Official Newspaper

**Type:** Consent

**Recommendation:** Designate the *Edina Sun-Current* newspaper as the official publication effective January 1 through December 31, 2025.

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

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



**Organizational Meeting Date:** 1/6/2025

**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 - 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

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 2025



**Organizational Meeting Date:** 1/6/2025

**Title:** Signatories on General Checking Accounts for 2025

**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  
Thomas Roethke, Assistant Director of Finance  
Stacie Stanley, Superintendent  
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**