

**INDEPENDENT SCHOOL DISTRICT 272 ~ EDEN PRAIRIE SCHOOLS**  
**OFFICIAL MINUTES OF THE JANUARY 8, 2018**  
**SCHOOL BOARD ORGANIZATIONAL MEETING**

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The organizational meeting of the Independent School District 272 School Board was held on the 8<sup>th</sup> day of January, 2018 in the Administrative Services Center, located at 8100 School Road, Eden Prairie, Minnesota.

**1. Convene**

A. Call to order

Chair E. Larabee called the meeting to order at 6:00 p.m.

B. School Board Roll Call

Board Members Present: Dave Espe, Elaine Larabee, Greg Lehman, Holly Link, Adam Seidel, Terri Swartout

Not Present: John Kohner

Superintendent: Josh Swanson

**2. Pledge of Allegiance**

**3. Oath of Office for Newly Elected School Board Members**

*I Swear that I will support the Constitution of the United States and of this State, and that I will discharge faithfully the duties of the office of School Board Member of Independent School District 272 to the best of my judgment and ability.*

**4. Agenda Review and Approval**

**MOTION** by D. Espe, Seconded by G. Lehman to approve the agenda for the Monday, January 8, 2018 of Independent School District 272, Eden Prairie Schools - Passed

**5. Approval of Previous Minutes**

**MOTION** by H. Link, Seconded by G. Lehman to approve the Unofficial Minutes of the Regular Business Meeting held on November 27, 2017 and December 11, 2017, as well as the Truth in Taxation Hearing on December 11, 2017 – Passed

**6. Election of Officers**

**MOTION** by H. Link, Seconded by G. Lehman to nominate a slate of officers to the School Board:

A. Election of Chair: Elaine Larabee to serve as the Board Chair

Elaine Larabee was re-elected chair of the School Board for Independent School District 272, Eden Prairie, for the calendar year January 8, 2018 through December 31, 2018.

B. Election of Vice Chair: Dave Espe to serve as the Board Vice Chair

Dave Espe was re-elected vice chair of the School Board for Independent School District 272, Eden Prairie, for the calendar year January 8, 2018 through December 31, 2018.

C. Election of Clerk: Adam Seidel to serve as the Board Clerk.

Adam Seidel was elected clerk of the School Board for Independent School District 272, Eden Prairie, for the calendar year January 8, 2018 through December 31, 2018.

D. Election of Treasurer: Holly Link to serve as the Board Treasurer

Holly Link was re-elected treasurer of the School Board for Independent School District 272, Eden Prairie, for the calendar year January 8, 2018 through December 31, 2018.

**7. Annual Organizational Meeting**

**A. Approval of School Board Compensation**

The compensation for School Board Members of Independent School District 272, Eden Prairie, MN, for the calendar year January 1, 2018 through December 31, 2018 will be \$4,800.00 (no change), and the School Board Chair's compensation will be \$6,600 per year (also no change).

**MOTION** by H. Link, Seconded by G. Lehman approving the School Board Compensation to remain the same as previous year, no change – Passed.

**AMENDMENT** by E. Larabee, Seconded by G. Lehman to add \$75.00/month or \$900 annually to the compensation of the Vice Chair position due to its importance, value, and extra involvement – YEAS-5, NAES-1, Passed 5-1

**ORIGINAL MOTION as AMENDED** – Passed

**B. Approval of School Board Meeting Calendar**

1) Tentative dates for School Board Meetings from January 2018 through June 2018 are below:



January through June 2018 School Board Meeting Schedule			
Date	Time	Meeting Type	Location
<b>January, 2018</b>			
Monday, Jan 8, 2018	6:00PM	Annual Organizational Meeting	Administrative Services Center
Monday, Jan 8, 2018	6:30PM	Board Workshop	Administrative Services Center
Monday, Jan 22, 2018	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
<b>February, 2018</b>			
Monday, Feb 12, 2018	5:00 – 7:00PM	Joint Meeting: Eden Prairie School Board and Eden Prairie City Council	Administrative Services Center
	<del>6:00PM</del> 7:00PM	Board Workshop	
Monday, Feb 26, 2018	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
<b>March, 2018</b>			
Monday, Mar 12, 2018	6:00PM	Board Workshop	Administrative Services Center
Monday, Mar 26, 2018	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
<b>April, 2018</b>			
Monday, Apr 9, 2018	6:00PM	Board Workshop	Administrative Services Center
Monday, Apr 23, 2018	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
<b>May, 2018</b>			
Monday, May 7, 2018*	6:00PM	Board Workshop	Administrative Services Center
Monday, May 21, 2018*	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center
<b>June, 2018</b>			
Monday, June 4, 2018*	6:00PM	Board Workshop	Administrative Services Center
Monday, June 18, 2018*	6:00PM	Regular Business Meeting Post Meeting Board Workshop	Administrative Services Center

\*Regular meeting date changed due to Memorial Day Holiday on Monday, May 28, 2018

**MOTION** by G. Lehman, Seconded by H. Link to affirm tentative dates for board meetings from January 2018 through June 2018 – Passed

2) Meeting dates after July 1, 2018 will be determined at a future meeting.

**MOTION** by T. Swartout, Seconded by G. Lehman to determine dates after July 1, 2018 at a future meeting – Passed

**C. Resolution for Combined Polling Places for the 2019 School General Election(s)**

**MOTION** by A. Seidel, Seconded by G. Lehman to adopt the *Resolution for Combined Polling Places for the 2019 School General Election(s)* as presented – Passed 6-0

1. Dave Espe Yes
2. John Kohner Not present
3. Elaine Larabee Yes
4. Greg Lehman Yes
5. Holly Link Yes
6. Adam Seidel Yes
7. Terri Swartout Yes

D. Appointment of the West Metro Education Program (WMEP) Representative: Dave Espe

E. Appointment of Intermediate District 287 (ISD 287) Representative: Greg Lehman

## 8. School Board Business

A. Approval to Accept Board Member Resignation

**MOTION** by H. Link, Seconded by G. Lehman to accept the resignation of Board Member John Kohner Board  
– Passed

## 9. Superintendent Consent Agenda

### A. Annual District Organizational Items

1. Designate District Newspaper

Designate Eden Prairie News, as the official newspaper for calendar year January 1, 2018 through December 31, 2018.

2. Designate District Depository/Financial Institutions

Appoint US Bank, Minnesota School District Liquid Asset Fund Plus, Associated Bank, PMA Financial Network, Wells Fargo Bank, Royal Credit Union, and other financial institutions as deemed necessary, as authorized financial institutions for Independent School District 272 for the calendar year January 1, 2018 through December 31, 2018.

3. Appointment of Money Wire Transfers

Appoint US Bank, Minnesota School District Liquid Asset Fund Plus, Associated Bank, PMA Financial Network, Wells Fargo Bank, Royal Credit Union, and other financial institutions as deemed necessary, as authorized financial institutions for Independent School District 272 for the calendar year January 1, 2018 through December 31, 2018. The Executive Director of Business Services or his/her designee is given the authority to invest surplus funds without prior approval of the School Board within the limitations set by law and district policy and to complete required wire transfers with notification to the School Board by the next meeting or as needed.

4. Authorization for Early Claims Payments

The Superintendent or designee is authorized to pay appropriate claims in advance of School Board authorizations in order to expedite vendor payments and to utilize discount privileges, but that such claims shall be reported to the School Board from January 1, 2018 through December 31, 2018.

5. Designate District Legal Counsel

The School Board authorizes the Superintendent or designee to contact local attorneys or any other attorney licensed in Minnesota, as may from time to time be deemed appropriate, for District legal services on an “as needed” basis during calendar year 2018.

6. Appointment of School District Responsible Authority

Pursuant to the provisions of MN Statutes, Section 13.02, Subdivision 16, as amended, the Superintendent is hereby appointed Responsible Authority for Independent School District 272 for the calendar year January 1, 2018 through December 31, 2018.

7. Appointment of Deputy Clerk and Deputy Treasurer

Appoint the Executive Director of Business Services as Deputy Clerk and Deputy Treasurer of the School Board for Independent School District 272 for the calendar year January 1, 2018 through December 31, 2018.

8. Machine-Signed Signature Authorization

Authorize the use of the facsimile demand deposit signature plate using the names of Elaine Larabee, Chair, Adam Seidel, Clerk and Holly Link, Treasurer, for the calendar year January 8, 2018 through December 31, 2018.

9. Authorization to Sign Contracts

Authorize the Superintendent or Executive Director of Business Services to execute contracts and purchase orders for goods and services contained within the Board approved budget for Independent School District 272 for the calendar year January 1, 2018 through December 31, 2018.

10. Approval of Local Education Agency (LEA) Representative

Approve the Superintendent or Designee as the Local Education Agency (LEA) Representative for the calendar year January 1, 2018 through December 31, 2018.

11. Designation of Identified Official with Authority for the MDE External User Access Recertification System (IoWA)

The Minnesota Department of Education (MDE) requires that school districts annually designate an Identified Official with Authority to comply with State Access Control Security Standard 1.0 which states that all user access rights to Minnesota state systems must be reviewed and recertified at least annually. The Identified Official with Authority will assign job duties and authorize external user’s access to MDE secure systems for their local education agency (LEA). The Superintendent/Director recommends the

Board authorize Joshua Loren Swanson to act as the Identified Official with Authority (IoWA), and Brenda Haynes to add and remove names as the IoWA for the Eden Prairie Public School District 0272-01 for the calendar year January 1, 2018 through December 31, 2018.

**MOTION** by D. Espe, Seconded by A. Seidel to approve the Superintendent Consent Agenda as Presented – Passed

**10. Adjournment**

**MOTION** by A. Seidel, Seconded by H. Link to adjourn the January 8, 2018 meeting of the Eden Prairie School Board at 6:13 p.m.

A handwritten signature in black ink, appearing to read "Adam Seidel", written in a cursive style.

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Adam Seidel, School Board Clerk