



# EDEN PRAIRIE SCHOOLS

Inspiring each student every day

SCHOOL BOARD Annual Organizational Meeting

Monday, January 6, 2020

6:00 PM

## MEETING AGENDA

*The mission of Eden Prairie Schools is to inspire each student to learn continuously so they are empowered  
To reach personal fulfillment and contribute purposefully to our ever-changing world.*

1. **Convene - 6:00 p.m.**

Call to order, School Board Roll Call:

Aaron Casper, Debjyoti "DD" Dwivedy, Elaine Larabee, Holly Link, Adam Seidel, Veronica Stoltz, Terri Swartout

2. **Pledge of Allegiance 6:00 p.m.**

3. **Oath of Office for Newly Elected School Board Members - 6:03 p.m.**

3

*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 - 6:05 p.m.**

(Action)

Approval of the Agenda for the January 6, 2020 Organizational Meeting of the School Board of Independent School District 272, Eden Prairie Schools.

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

5. **Election of Officers - 6:05 p.m.**

(Action)

A. Election of School Board Chair

B. Election of School Board Vice Chair

C. Election of School Board Clerk

D. Election of School Board Treasurer

6. **Annual Organizational Meeting - 6:15 p.m.**

(Action)

4

A. Approval of School Board Compensation

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

B. Approval of School Board Meeting Calendar

1) School Board Meeting dates from January 2020 through June 2020

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

2) School Board Meeting dates after July 1, 2020 to be determined at a future meeting

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

C. Appointment of Intermediate District 287 Representative

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

7. **Superintendent Consent Agenda - 6:30 p.m.**

(Action)

*Management items the School Board would not act upon in Policy Governance, but require School Board approval from outside entities.*

Motion \_\_\_\_\_ Seconded \_\_\_\_\_

A. Annual District Organizational Items

6

1) Designate District Newspaper

2) Designate District Depository/Financial Institutions

3) Appointment of Money Wire Transfers

4) Authorization for Early Claims Payments

5) Designate District Legal Counsel

6) Appointment of School District Responsible Authority

7) Appointment of Deputy Clerk and Deputy Treasurer

- 8) Facsimile Signature Authorization
- 9) Authorization to Sign Contracts
- 10) Approval of Local Education Agency (LEA) Representative
- 11) Designation of Identified Official with Authority for the MDE External User Access Recertification System (IoWA)

B. Seek Bids

- 1) District-wide Building Automation Upgrades 8
- 2) Central Middle School (CMS) Referendum Projects 9
- 3) Eden Prairie High School (EPHS) Media Center Remodel 10

8. **Adjournment**

**MOTION** by \_\_\_\_\_, **Seconded** by \_\_\_\_\_ to adjourn the January 6, 2020 Organizational Meeting of the Eden Prairie School Board at \_\_\_\_\_ **p.m.**

## **SCHOOL BOARD MEMBER OATH OF OFFICE**

**School Board Annual Meeting on January 6, 2020**

I swear/affirm 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 No. 272 to the best of my judgment and ability.

**6. Annual Organization Meeting:**

**A. School Board Compensation:**

The annual compensation for School Board Members of Independent School District 272, Eden Prairie, MN, for The calendar year January 1, 2020 through December 31, 2020:

1. \$6,600.00 for School Board Chair (no change);
2. \$5,700.00 for School Board Vice Chair (no change);
3. \$4,800.00 for School Board Members (no change)
4. Other District Compensation Comparisons

**Motion \_\_\_\_\_ Seconded \_\_\_\_\_**

**B. School Board Meeting Calendar for Balance of 2020 School Year:**

1. January 2020 through June 2020:

**2019-2020 School Board Meeting Calendar**

Date	Time	Meeting Type	Location
<b>January 2020</b>			
Monday, Jan 6, 2020	6:00PM 6:30PM	Annual Organizational Meeting Board Workshop	Administrative Services Center
Monday, Jan 27, 2020	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
<b>February 2020</b>			
Monday, Feb 10, 2020	6:00PM	Board Workshop	Administrative Services Center
Monday, Feb 24, 2020	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
<b>March 2020</b>			
Monday, Mar 09, 2020	6:00PM	Board Workshop	Administrative Services Center
Monday, Mar 23, 2020	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
<b>April 2020</b>			
Monday, Apr 13, 2020	6:00PM	Board Workshop	Administrative Services Center
Monday, Apr 27, 2020	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
<b>May 2020</b>			
Monday, May 04, 2020(2)	6:00PM	Board Workshop	Administrative Services Center
Monday, May 18, 2020(2)	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center
<b>June 2020</b>			
Monday, Jun 08, 2020	6:00PM	Board Workshop	Administrative Services Center
Monday, Jun 22, 2020	6:00PM	Regular Business Meeting Post Board Meeting Workshop	Administrative Services Center

(2) 1<sup>st</sup> & 3<sup>rd</sup> Monday due to Memorial Day Holiday

**Motion \_\_\_\_\_ Seconded \_\_\_\_\_**

2. The School Board Meeting dates after July 1, 2020 to be determined at a future meeting.

**Motion \_\_\_\_\_ Seconded \_\_\_\_\_**

## ***2019 School Board Compensation Comparisons***

<b>Position</b>	<b>Eden Prairie</b>	<b>Edina</b>	<b>Minnetonka</b>	<b>Wayzata</b>	<b>Hopkins</b>	<b>Eastern Carver</b>
Chair	\$6,600	\$4,500	\$6,000	was not available at the time the Board Packet was sent	\$6,217	\$4,500
Vice Chair	\$5,700	\$4,500	\$5,250		\$5,578	\$4,000
Clerk	\$4,800	\$4,500	\$4,500		\$5,578	\$4,000
Director	\$4,800	\$4,500	\$4,500		\$5,578	\$4,000
Add'l Info			\$50 per mtg	\$50 per mtg beyond 2 mtgs		\$1,020 for participating on teacher negotiations

## **7. 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, 2020 through December 31, 2020.

#### **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, 2020 through December 31, 2020.

#### **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, 2020 through December 31, 2020. 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, 2020 through December 31, 2020.

#### **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 2020.

#### **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, 2020 through December 31, 2020.

#### **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, 2020 through December 31, 2020.

**8. Machine-Signed Signature Authorization**

Authorize the use of the facsimile demand deposit signature plate using the names of \_\_\_\_\_, *Chair*; \_\_\_\_\_, *Clerk*; and \_\_\_\_\_, *Treasurer*, for the calendar year January 1, 2020 through December 31, 2020.

**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, 2020 through December 31, 2020.

**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, 2020 through December 31, 2020.

**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 the MNIT Enterprise Identity and Access Management Standard 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 Board recommends to authorize Superintendent Joshua Swanson to act as the Identified Official with Authority (IOWA) for Independent School District 0272-01 for the calendar year January 1, 2020 through December 31, 2020.



January 6, 2020

To: Dr. Josh Swanson  
From: Business Office  
Re: Seek Bids for District-wide Building Automation Upgrades

The authorization to seek bids is required by state law and begins the process to make deferred maintenance upgrades which are part of the Long Term Facility Maintenance Revenue. This project will be to update the existing building automation system from Java to HTML during the summer of 2020.

The existing building automation system was installed in 2008 and was written using the programming language Java. Due to internet security concerns, current versions of web browsers no longer support the Java platform. In order to access the Building Automation System, employees need to use an outdated version of Mozilla Firefox, resulting in increased vulnerability to district security. Approval to seek bids will allow timely development of project specifications and plans to solicit bids from contractors.

Funding for this project will come from the Long-Term Facility Maintenance Revenue and is on the deferred maintenance list for summer 2020. Costs for this project are approximately \$300,000.





January 6, 2020

To: Dr. Josh Swanson  
From: Business Office  
Re: Seek Bids for Referendum Projects

The authorization to seek bids is required by state law and begins the process to plan for construction of additions at Central Middle School, furniture fixtures and equipment purchases district wide, and modifications to elementary schools for early childhood programs. These projects are part of the approved May 2019 referendum with projects starting spring 2020 and an anticipated completion date of September 2021.

Approval to seek bids will allow timely development of project specifications, plans, and drawings to solicit bids from contractors.

Funding for this project will come from multiple sources including the approved referendum and Long-Term Facility Maintenance Revenue. All bids will come before the school board for approval with more detailed plans provided at that time.



January 6, 2020

To: Dr. Josh Swanson  
From: Business Office  
Re: Seek Bids for Eden Prairie High School Media Center Remodel

The authorization to seek bids is required by state law and begins the process to make deferred maintenance upgrades which are part of the Long Term Facility Maintenance Revenue. This project will be to renovate the Media Center and Lakeside Lab located at the Eden Prairie High School.

The existing Media Center space is under-utilized and does not promote collaborative learning for students or staff. A remodel of the existing space will create an environment that meets the needs of students with both traditional and non-traditional learning styles while also providing collaborative space for staff. Approval to seek bids will allow timely development of project specifications and plans to solicit bids from contractors.

Funding for this project will come from multiple sources including the Designing Pathways Bond Referendum and Long-Term Facilities Maintenance Revenue. This project is on the list for deferred maintenance for summer 2020. The scope of the project is not yet finalized so the estimated cost is still being determined.