

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE ORGANIZATIONAL MEETING OF JANUARY 4, 2021

ORGANIZATIONAL MEETING  
7:00 PM

Virtual Meeting  
Various Locations

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg (*attended remotely*)  
Mr. Matthew Fox (*attended remotely*)  
Ms. Julie Greene (*attended remotely*)  
Ms. Ellen Jones (*attended remotely*)  
Mr. Owen Michaelson (*attended remotely*)  
Ms. Janie Shaw (*attended remotely*)  
Mr. Leny Wallen-Friedman (*attended remotely*)

PRESIDING OFFICER: Chair Erica Allenburg

7:05 PM – 7:51 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. John W. Schultz, Superintendent (*attended remotely*)  
John Toop, Director of Business Services (*attended remotely*)  
Nicole Tuescher, Director of Human Resources & Admin Services (*attended remotely*)  
Mary Woitte, Communications Coordinator (*attended remotely*)

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair



Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE ORGANIZATIONAL MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA  
JANUARY 4, 2021

7:05 PM Chair Allenburg called to order the organizational meeting of the School Board. All participants attended remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Toop, Tuescher, Woitte. Guest: CPA Bill Lauer, Principal, MMKR.

APPROVAL OF AGENDA

ELECTION OF BOARD CHAIR

ELECTION OF BOARD OFFICERS

APPROVAL OF MINUTES

CONSENT ITEMS

- A. Reaffirmation of Policies
- B. School Board Compensation
- C. School Board Committees, Appointments, Liaisons and Representatives
- D. Appointments
  - 1. District Architect
  - 2. District Auditors
  - 3. District Legal Counsel
- E. Authorization of Credit Cards
- F. Delegations of Authority
  - 1. Electronic Fund Transfers
  - 2. Pay Claims Prior to Board Approval
- G. Designations
  - 1. Depositories
  - 2. Official Newspaper
  - 3. Responsible Authority and Data Practices Compliance Officials
  - 4. Signatories to General Checking accounts for 2021

ACTION

- A. District Audit 2019-20

The meeting adjourned at 7:51 PM. The minutes and resolutions are open to public inspection on the district website, and on file at the district office, 5701 Normandale Road.

Ms. Erica Allenburg, Chair

Ms. Ellen Jones, Clerk

OFFICIAL MINUTES OF SCHOOL BOARD'S  
JANUARY 4, 2021 ORGANIZATIONAL MEETING

7:05 PM Chair Allenburg called to order the organizational meeting of the School Board. All participants attended remotely. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Schultz, Toop, Tuescher, Woitte. Guest: CPA Bill Lauer, Principal, MMKR.

APPROVAL OF AGENDA BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman moved and Member Shaw seconded to approve the minutes of the December 14, 2020 Work Session and Regular Meetings, and the December 21, 2020 Special Meeting. All members voted Aye by roll call vote.

ELECTION OF BOARD CHAIR BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman nominated Erica Allenburg as Board Chair. All members voted Aye by roll call vote.

ELECTION OF BOARD OFFICERS BY UNANIMOUS ROLL CALL VOTE

Member Shaw nominated Leny Wallen-Friedman as Vice Chair. All members voted Aye by roll call vote. Member Wallen-Friedman nominated Matthew Fox as Treasurer. All members voted Aye by roll call vote. Member Wallen-Friedman nominated Ellen Jones as Board Clerk. All members voted Aye by roll call vote. Member Wallen-Friedman nominated Owen Michaelson as Assistant Treasurer, and Julie Greene and Janie Shaw as Assistant Clerks. All members voted Aye by roll call vote.

APPROVAL OF CONSENT AGENDA BY UNANIMOUS ROLL CALL VOTE

Member Wallen-Friedman moved and Member Michaelson seconded to approve the Consent Agenda. All members voted Aye by roll call vote. The items included were:

- A. Reaffirmation of Policies
- B. School Board Compensation
- C. School Board Committees, Appointments, Liaisons and Representatives
- D. Appointments
  1. District Architect
  2. District Auditors
  3. District Legal Counsel
- E. Authorization of Credit Cards
- F. Delegations of Authority
  1. Electronic Fund Transfers
  2. Pay Claims Prior to Board Approval
- G. Designations
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4. Signatories to General Checking accounts for 2021

ACTION ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

District Audit, 2019-20: Member Wallen-Friedman moved and Member Michaelson seconded to approve the motion. All members voted Aye by roll call vote.

Comments: Member Fox and Director Toop provided an introduction of CPA Bill Lauer and a brief overview of the 2019-20 audit. Mr. Lauer provided a more in-depth overview and analysis of the audit and its outcomes. Director Toop noted his plans to provide training for his new, relatively inexperienced team.

At 7:51 PM, there being no objection, Chair Allenburg adjourned the meeting.