



**School Board Organizational Meeting  
Tuesday, January 4, 2022; 7:00 PM**

- 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. Hearing from Members of the Public**
- V. Consent**
  - A. Acceptance and Oath of Office Statements of Newly and Re-Elected School Board Members
  - B. Minutes
    - December 13, 2021 work session, December 13, 2021 regular meeting, December 20, 2021 special meeting
  - C. Reaffirmation of Policies
  - D. School Board Compensation
  - E. School Board Committees, Appointments, Liaisons and Representatives
  - F. Appointments
    - District Architect
    - District Auditors
    - District Legal Counsel
  - G. Authorization of Credit Cards
  - H. Delegations of Authority
    - Electronic Fund Transfers
    - Pay Claims Prior to Board Approval
  - I. Designations
    - Depositories
    - Official Newspaper
    - Responsible Authority and Data Practices Compliance Officials
    - Signatories to General Checking Accounts for 2022
- VI. Leadership Updates**
- VII. Adjournment**



**Board Meeting Date:** 1/4/2022 Organizational

**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.



**Board Meeting Date:** 1/4/2022 Organizational

**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: John Toop, Director of Business Services

Reference:  
Edina School District Policy 203



**Organizational Board Meeting Date:** 1/4/2022

**TITLE:** Acceptance of Oath and Oath of Office

**TYPE:** Consent

**BACKGROUND:** Erica Allenburg, Dan Arom, Michael Birdman, and Karen Gabler were elected to four-year terms of the School Board commencing January 1, 2022.

**RECOMMENDATION:** Approve the Acceptance of Office and Oath of Office Statements of Erica Allenburg, Dan Arom, Michael Birdman, and Karen Gabler.

**ATTACHMENTS:**

1. Acceptance of Oath and Oath of Office – Allenburg
2. Acceptance of Oath and Oath of Office – Arom
3. Acceptance of Oath and Oath of Office – Birdman
4. Acceptance of Oath and Oath of Office – Gabler

**ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

To: Erica Allenburg

The following acceptance and oath of office must be filed with the school district clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

**ACCEPTANCE OF OFFICE**

I hereby accept the office of school board member of Independent School District No. 273 for a term beginning on the first Monday in January, 2022 and expiring on the first Monday in January, 2026.

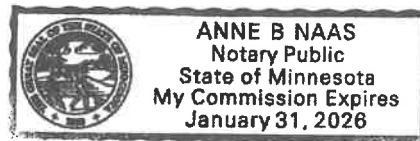
Date 12/8/2021

Erica Allenburg  
Erica Allenburg

STATE OF MINNESOTA )  
  )  
COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of December, 2021.

Anne Naas  
Notary Public



**OATH OF OFFICE**

I swear and 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. 273 to the best of my judgment and ability.

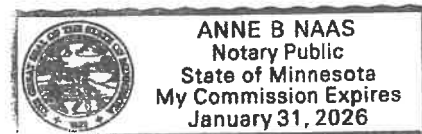
Date 12/8/2021

Erica Allenburg  
Erica Allenburg

STATE OF MINNESOTA )  
  )  
COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of December, 2021.

Anne Naas  
Notary Public



**ACCEPTANCE OF OFFICE AND OATH OF OFFICE**

To: Dan Arom

The following acceptance and oath of office must be filed with the school district clerk within thirty (30) days of the date of mailing or personal service of the certificate of election.

**ACCEPTANCE OF OFFICE**


I hereby accept the office of school board member of Independent School District No. 273 for a term beginning on the first Monday in January, 2022 and expiring on the first Monday in January, 2026.

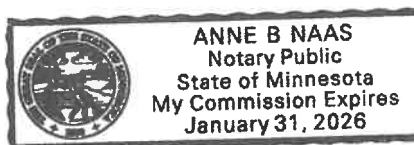
Date 12/8/2021

  
\_\_\_\_\_  
Dan Arom

STATE OF MINNESOTA )  
  )  
COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of December, 2021.

  
\_\_\_\_\_  
Notary Public



**OATH OF OFFICE**

I swear and 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. 273 to the best of my judgment and ability.

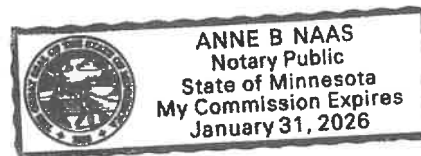
Date 12/8/2021

  
\_\_\_\_\_  
Dan Arom

STATE OF MINNESOTA )  
  )  
COUNTY OF HENNEPIN )

The foregoing instrument was acknowledged before me this 8<sup>th</sup> day of December, 2021.

  
\_\_\_\_\_  
Notary Public









INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE WORK SESSION OF DECEMBER 13, 2021

WORK SESSION  
5:00 PM

Edina Community Center  
ECC 350

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Matthew Fox  
Ms. Julie Greene  
Ms. Ellen Jones  
Mr. Owen Michaelson  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman

PRESIDING OFFICER: Chair Erica Allenburg

5:00 – 6:30 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
Jody De St. Hubert, Director of Teaching and Learning  
Jeff Jorgensen, Director of Student Support Services  
Natasha Monsaas-Daly, Director of District Media and Technology Services  
Mary Woitte, Director of Communications

Karen Bergman, Principal, Countryside Elementary  
Greg Guswiler, Teaching and Learning Data Analyst and Programming Coordinator

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE WORK SESSION  
OF THE SCHOOL BOARD DISTRICT 273 EDINA, MINNESOTA  
DECEMBER 13, 2021

5:00 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Greene, Fox, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, De St. Hubert, Jorgensen, Monsaas-Daly, Woitte; Bergman, Guswiler.

DISCUSSION/REPORT

- A. 2021-2025 DEI Plan Overview
- B. Holiday Letter
- C. Committee Assignments and board roles

ADJOURNMENT

The meeting was adjourned at 6:30 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  
DECEMBER 13, 2021 WORK SESSION

5:00 PM Chair Allenburg called to order the work session of the School Board. Members present: Allenburg, Greene, Fox, Jones (remote), Michaelson, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly; Carlson, Guswiler, Van Osdel.

DISCUSSION/REPORT

2021-2025 DEI Plan Overview: Dr. Smasal and Director De St. Hubert shared information about Strategy B from the district's strategic plan that will support the growth of an equitable and inclusive school culture.

Holiday Letter: Chair Allenburg shared a draft of a holiday letter that will be sent to district staff.

Committee Assignments and Board Roles: Board members discussed roles and assignments for the upcoming year.

ADJOURNMENT

At 6:30 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE REGULAR MEETING OF DECEMBER 13, 2021

REGULAR MEETING  
7:00 PM

Edina Community Center Room 349  
5701 Normandale Road, Edina

SCHOOL BOARD MEMBERS PRESENT:

ABSENT:

Ms. Erica Allenburg  
Mr. Matthew Fox  
Ms. Julie Greene  
Ms. Ellen Jones  
Mr. Owen Michaelson  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman

PRESIDING OFFICER: Chair Erica Allenburg

7:00 PM – 11:20 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
Valerie Burke, Director of Community Education Services  
Jody De St. Hubert, Director of Teaching and Learning  
Jeff Jorgensen, Director of Student Support Services  
Natasha Monsaas-Daly, Director of District Media and Technology Services  
John Toop, Director of Business Services  
Mary Woitte, Director of Communications

Andy Beaton, Principal, Edina High School  
Sean Beaverson, Dean, Edina Elementary Virtual Pathway  
Karen Bergman, Principal, Countryside Elemenatry  
Mark Carlson, Teaching and Learning Coordinator  
Karrie Duncan, Elementary Literacy Coach  
Greg Guswiler, Teaching and Learning Data Analyst and Programming Coordinator  
Sandra Harley, Elementary Literacy Coach  
Bethany Van Osdel, Assistant Director of Teaching and Learning

CERTIFIED CORRECT:

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE REGULAR MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA DECEMBER 13, 2021

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Toop, Woitte; Beaton, Beaverson, Bergman, Carlson, Duncan, Guswiler, Harley, Van Osdel.

APPROVAL OF AGENDA BY UNANIMOUS VOTE

EXCELLENCE IN ACTION

PUBLIC HEARING

- A. Truth and Taxation

HEARING FROM MEMBERS OF THE PUBLIC

CONSENT ITEMS APPROVED BY UNANIMOUS VOTE

- A. Minutes: November 8 work session, regular, and special; November 16 work session; and November 30 special
- B. Personnel Recommendations, December 2021
- C. Expenditures Payable, November FY 21-22 Period 5
- D. ECC Exterior Repair
- E. Concord Window Replacement
- F. Creek Valley Site Improvements
- G. Partial Budget Allocation of SY 2022 ESSER Funds
- H. 2021 HSA Contract
- I. Soliant Health Agreement
- J. Holiday Letter
- K. Outgoing Board Member Commendations

DISCUSSION

- A. Edina Elementary Virtual Pathway
- B. Special Education Recovery Plans
- C. Early Learning – 5 Comprehensive Literacy Plan Update
- D. Edina High School Science Review: Course Pathway Recommendation
- E. 2021-22 Secondary New Course and Course Change Proposals

ACTION ITEM APPROVED BY UNANIMOUS OR MAJORITY ROLL CALL VOTE

- A. Health and Safety Resolution Update - majority
- B. Tax Levy Certification - unanimous
- C. Early Learning Curriculum Recommendation - unanimous
- D. Magnet Programming - majority
- E. Vaccination/Testing Resolution - majority
- F. Policy Review - unanimous

LEADERSHIP AND COMMITTEE UPDATES

- A. Report to Community on Superintendent mid-year review

INFORMATION

- A. Enrollment
  - Mobility Report
  - Enrollment Report
- B. Budget in Progress Report
- C. E-Learning Plan Update
- D. Staff Commendations

## ADJOURNMENT

The meeting adjourned at 11:20 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  
DECEMBER 13, 2021 REGULAR MEETING

7:00 PM Chair Allenburg called to order the regular meeting of the School Board. Members present: Allenburg, Fox, Greene, Jones, Michaelson, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Burke, De St. Hubert, Jorgensen, Monsaas-Daly, Toop, Woitte; Beaton, Beaverson, Bergman, Carlson, Duncan, Guswiler, Harley, Van Osdel.

APPROVAL OF AGENDA BY UNANIMOUS VOTE

Member Wallen-Friedman moved and Member Greene seconded to approve the agenda. All members voted Aye.

EXCELLENCE IN ACTION

Chair Allenburg recognized the three retiring Board members, Fox, Jones, and Michaelson, and read commendations.

*Meeting Recessed*

- Truth and Taxation Public Hearing

*Meeting Resumed*

HEARING FROM MEMBERS OF THE PUBLIC

Chris Bonvino thanked retiring Board members Michaelson and Jones for their work on the board. Sarah Patzloff spoke about Policy 206. Dan Stocker spoke about the EPS COVID forum and the masking policy. Tara Finn spoke about parent volunteers at Countryside. Katie Fabrizio, representative for SEAC (Special Education Advisory Committee), spoke about the shortage of paraprofessionals.

CONSENT ITEMS APPROVED BY UNANIMOUS ROLL CALL VOTE

Member Shaw moved and Member Wallen-Friedman seconded to approve the consent agenda. All members voted Aye. The resolutions were:

- Minutes: November 8 work session, regular, and special; November 16 work session; and November 30 special
- Personnel Recommendations, December 2021
- Expenditures Payable, November FY 21-22 Period 5
- ECC Exterior Repair
- Concord Window Replacement
- Creek Valley Site Improvements
- Partial Budget Allocation of SY 2022 ESSER Funds
- 2021 HSA Contract
- Soliant Health Agreement
- Holiday Letter
- Outgoing Board Member Commendations

## DISCUSSION/REPORT

Edina Elementary Virtual Pathway: Director De St. Hubert and Dean Beaverson spoke about the growth of elementary virtual pathway program, and its partnership with Highlands Elementary.

Special Education Recovery Plans: Director Jorgensen spoke about efforts to support students in their personal recovery process.

### ACTION ITEMS APPROVED BY MAJORITY OR UNANIMOUS VOTE

Request to change agenda to bring the Vaccination/Testing Resolution Action Item forward, Member Greene moved, and Member Wallen-Friedman seconded, all members votes Aye. Attorney Trevor Helmers was present to answer questions about the Resolution, which had been in abeyance due to uncertainty about OSHA requirements.

Member Wallen-Friedman moved, and Member Shaw seconded to approve the Resolution. Member Michaelson voted Nay, all other Members voted Aye. The Resolution passed.

Member Fox moved to allow meeting to run until midnight, seconded by Member Shaw. All members voted Aye. The motion passed.

## DISCUSSION/REPORT

Early Learning – 5 Comprehensive Literacy Plan Update: Director De St. Hubert, Assistant Director Van Osdel, Literacy Coaches Duncan and Harley provided an update on the Early Learning – 5 literacy plan.

Edina High School Science Review: Course Pathway Recommendation: Director De St. Hubert and Coordinator Carlson provided an update on the science curriculum review process and science course pathway.

2021-22 Secondary New Course and Course Change Proposals: Director De St. Hubert and Coordinator Richards provided information about new courses and course name changes.

### ACTION ITEM APPROVED BY UNANIMOUS ROLL CALL VOTE

Health and Safety Resolution Update: Member Shaw moved and Member Fox seconded to approve the resolution. All members voted Aye.

Tax Levy Certification: Member Fox moved and Member Wallen-Friedman seconded to approve the Tax Levy Certification. All members voted Aye.

Early Learning Curriculum Recommendation: Member Wallen-Friedman moved and Member Shaw seconded to approve the resolution. All members voted Aye.



Magnet Programming: Member Jones moved and Member Wallen-Friedman seconded to approve the resolution. Members Allenburg, Fox, Greene, Shaw, and Wallen-Friedman voted Aye. Members Jones and Michaelson voted Nay.

Members Jones moved and Michelson seconded to amend the Magnet Programming resolution to exclude construction costs. Members Allenburg, Fox, Greene, Shaw, and Wallen-Friedman voted Nay. The motion did not pass.

Policy Review: Member Greene moved and Member Wallen-Friedman seconded to approve the resolution. All members voted Aye.

### LEADERSHIP AND COMMITTEE UPDATES

Chair Allenburg spoke about the Superintendent's mid-year review.

Member Greene spoke about the Community Education Advisory Committee, TED EX, the Community Tutors program, and the upcoming Community Education Woodshop Open House.

Chair Allenburg thanked community volunteers, administration, and health care staff for the vaccination clinics.

Member Jones spoke about her role as clerk and what an honor it has been to serve.

### ADJOURNMENT

At 11:20 PM, there being no objection, Chair Allenburg adjourned the meeting.

INDEPENDENT SCHOOL DISTRICT 273  
OFFICIAL MINUTES OF THE SPECIAL MEETING OF DECEMBER 20, 2021

SPECIAL MEETING  
1:00 PM

Edina Community Center  
Superintendent's Conference Room

SCHOOL BOARD MEMBERS PRESENT:

Ms. Julie Greene  
Ms. Ellen Jones  
Ms. Janie Shaw  
Mr. Leny Wallen-Friedman

ABSENT:

Ms. Erica Allenburg  
Mr. Matthew Fox  
Mr. Owen Michaelson

PRESIDING OFFICER: Vice Chair Leny Wallen-Friedman

1:00 – 2: 00 PM

ADMINISTRATIVE STAFF PRESENT:

Dr. Stacie Stanley, Superintendent  
Dr. Randy Smasal, Assistant Superintendent  
John Toop, Director of Business Services

CERTIFIED CORRECT:

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Ms. Erica Allenburg, Chair

CERTIFIED CORRECT:

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Ms. Ellen Jones, Clerk

(Official Publication)  
MINUTES OF THE SPECIAL MEETING OF THE SCHOOL BOARD  
DISTRICT 273 EDINA, MINNESOTA DECEMBER 20, 2021

1:00 PM Vice Chair Wallen-Friedman called to order the special meeting of the School Board. Members present: Greene, Jones, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Toop; Trevor Helmers, Esq.

CLOSED SESSION (Copyright Issue)

Closed Session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with the School Board's legal counsel related to litigation that has been threatened against the District related to copyright issues. The Board of Directors seeks legal advice on the status of the matter, alleged claims against the District, the District Attorney's analysis of the same, and the District's options for responding to such claims.

The meeting adjourned at 2:00 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  
DECEMBER 20, 2021 SPECIAL MEETING

1:00 PM Vice Chair Wallen-Friedman called to order the special meeting of the School Board. Members present: Greene, Jones, Shaw, Wallen-Friedman. Staff present: Stanley, Smasal, Toop; Trevor Helmers, Esq.

Member Shaw moved and Member Greene seconded to close the meeting. Motion was approved by unanimous roll call vote.

CLOSED SESSION (Copyright Issue)

Closed Session pursuant to Minnesota Statutes Section 13D.05, subdivision 3(b), to engage in discussions with the School Board's legal counsel related to litigation that has been threatened against the District related to copyright issues. The Board of Directors seeks legal advice on the status of the matter, alleged claims against the District, the District Attorney's analysis of the same, and the District's options for responding to such claims.

At 2:00 PM, there being no objection, Chair Allenburg adjourned the meeting.



**Board Meeting Date:** 1/4/2022 Organizational

**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.



**Board Meeting Date:** 1/4/2022 Organizational

**TITLE:** School Board Compensation

**TYPE:** Consent

**BACKGROUND:** Compensation for the School Board is adopted annually at its organizational meeting. Payment will consist of 24 semimonthly 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 annual compensation for each School Board member for the calendar year 2022.



**Board Meeting Date:** 1/4/2022 Organizational

**TITLE:** Board Committee Appointments, Liaisons, Representatives

**TYPE:** Consent

**PRESENTER(S):** Board Chair

**BACKGROUND:** Committee appointment, liaison and representative positions are recommended by the Board Chair in accordance with Policies 213 and 216, and were discussed at the Board's December 13, 2021 work session.

**RECOMMENDATION:** Accept the suggested 2022 School Board positions.

**ATTACHMENTS:**

1. Board committee appointments, liaisons and representative positions for 2022.

<b>ROLES</b>	<b>Term Renewed</b>	<b>FUNCTION</b>	<b>Current</b>	<b>Proposed Updated Dec 2021</b>	<b>Proposed</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	Allenburg	
<b>Vice Chair</b>	<b>January</b>	Performs duties of chair in event of their temporary absence	Wallen-Friedman	Wallen-Friedman	
<b>Treasurer</b>	<b>January</b>	Deposits funds in official depository; makes all reports called for by board; performs all duties treasurer usually performs	Fox	Birdman	
<b>Asst. Treasurer</b>	<b>January</b>	Assists treasurer	Michaelson	Shaw	
<b>Clerk</b>	<b>January</b>	Keeps record of all mtgs	Jones	Greene	
<b>Asst. Clerk</b>	<b>January</b>	Assists clerk	Greene	Arom	
<b>Asst. Clerk</b>	<b>January</b>	Assists clerk	Shaw	Gabler	
<b>COMMITTEES</b>		<b>Advisory only</b>	<b>Current</b>	<b>Proposed</b>	<b>Proposed</b>
<b>Finance/Facilities</b>	<b>January</b>		Fox Michaelson Jones	Birdman* Shaw LWF	
<b>Governance</b>	<b>January</b>		Allenburg Wallen-Friedman Shaw	Allenburg* Wallen-Friedman Greene	
<b>Policy</b>	<b>January</b>		Michaelson Allenburg Greene	Greene* Gabler Allenburg	
<b>T&amp;L</b>	<b>January</b>		Shaw Wallen-Friedman Jones	Shaw* Arom Gabler	



LAC	January		Greene Michaelson	Greene* Arom	
<b>ASSOCIATIONS and GROUPS</b>		<b>Advisory only</b>		<b>Proposed</b>	<b>Proposed</b>
ISD 287	January	Provides customized, innovative, specialized, student services and educator resources to 12 member districts	Regina Neville	Neville through 6/22 then Shaw	
MSHSL	January	Provides educational opportunities for students through interscholastic athletics & fine arts programs; provides leadership & support for member schools	Allenburg	Arom	
City Council	January	Responsible for efficient operation of City gov't thru policies & ordinances carried out by Council-appointed City Manager	Allenburg Wallen-Friedman	Wallen-Friedman Birdman	
Community Ed Services Advisory	January	Provides input, direction & insight to Community Education	Greene	Greene	
Insurance	January	Business Svcs & HR driven	Shaw	Birdman	
*Asterisk indicates chair of committee					

<b>UPDATED June 2021</b>	<b>Term Renewed</b>	<b>FUNCTION</b>	<b>Current (alternate)</b>	<b>Proposed Updated Dec 2021</b>	<b>Proposed</b>	<b>Proposed</b>
<b>ASSOCIATIONS</b>		<b>Advisory only</b>				
<b>AMSD</b>	<b>JUNE</b>	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.	Greene Arom	Greene Arom		
<b>MSBA</b>	<b>JUNE</b>	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.	Shaw Birdman Gabler	Shaw Birdman Gabler		
<b>GROUPS</b>		<b>Advisory only</b>	<b>Current (alternate)</b>	<b>Proposed</b>	<b>Proposed</b>	<b>Proposed</b>

<b>Ed Fund</b>	<b>JUNE</b>	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.	Allenburg Greene	Allenburg Greene		
<b>Gifted Ed Advisory Cmte</b>	<b>JUNE</b>	Incls Gifted Ed Coord, teaching specialists, a principal rep, two volunteer parent reps from each school. Provides network for communication, support, and accountability	Wallen-Friedman Shaw	Wallen-Friedman Shaw		
<b>PLC - Parent Leadership Council</b>	<b>JUNE</b>	Edina PLC meets monthly from September through May, with speakers and discussions varying by agenda topic.	Wallen-Friedman Gabler	Wallen-Friedman Gabler		
<b>SAAC -Student Activities Advisory Cmte</b>	<b>JUNE</b>	EHS driven		Arom		
<b>SEAC - Special Services Advisory Cmte, and Mental Health &amp; Wellness</b>	<b>JUNE</b>	State required; promotes understanding of district-wide issues relating to education/welfare of EPS students. Incls reps of each school parent organization, EFC, PCN, Community Ed, & Ed Fund.	Shaw	Birdman		





**Organizational Meeting Date:** 1/4/2022

**TITLE:** Appointment of District Architect

**TYPE:** Consent

**BACKGROUND:** 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 & Engineers to provide architectural services both for implementation of the bond referendum, and on-going implementation of the 10-year alternative facilities plan.

**PRIMARY ISSUE(S) TO CONSIDER:** Appointment of District Architect.



**Organizational Meeting Date:** 1/4/2022

**TITLE:** Appointment of District Auditor

**TYPE:** Consent

**BACKGROUND:** The firm of Malloy, Montague, Karnowski, Radosevich, & Co., P.A. has conducted the financial audit of the District since 1997. William Lauer is the consulting principal for 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 2021–2022 school year.

**PRIMARY ISSUE(S) TO CONSIDER:** Appointment of District Auditor.



**Organizational Meeting Date:** 1/4/2022

**TITLE:** Appointment of Legal Counsel

**TYPE:** Consent

**BACKGROUND:** The District has been using the firm of Rupp, Anderson, Squires and Waldspurger, 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 and Knutsen, Flynn & Deans 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 2022 calendar year: Rupp, Anderson, Squires and Waldspurger, P.A.; Dorsey & Whitney, LLP; Knutsen, Flynn & Deans P.A.; Ratwik, Roszak & Maloney, P.A.; Best & Flanagan; the Borene Law Firm; and the Dennis O'Brien Law Office.

**PRIMARY ISSUE(S) TO CONSIDER:** Appointment of legal counsel.



**Organizational Meeting Date:** 1/4/2022

**TITLE:** Credit Cards

**TYPE:** Consent

**BACKGROUND:** 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.

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of responsible parties with respect to District credit cards.





**Organizational Meeting Date:** 1/4/2022

**TITLE:** Delegation of Authority to make Electronic Funds Transfers

**TYPE:** Consent

**BACKGROUND:** District transactions with financial institutions for investment activities, bank accounts, federal and state payroll tax deposits and vendor payments require authorization of the Controller or designee, to make electronic funds transfers. This authorization is made annually each January.

**RECOMMENDATION:** Authorize the Controller or Superintendent's designee to make electronic funds transfers.

**PRIMARY ISSUE(S) TO CONSIDER:** Authorization of responsible parties with respect to electronic funds transfers.



Organizational Meeting Date: 1/4/2022

**TITLE: Delegation of Authority to Pay Claims Prior to School Board Approval**

**TYPE: Consent**

**BACKGROUND:** 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 Controller 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.

**PRIMARY ISSUE(S) TO CONSIDER:** Delegation of responsible parties to pay claims prior to School Board approval.



**Organizational Meeting Date:** 1/4/2022

**TITLE:** Designation of Depositories

**TYPE:** Consent

**BACKGROUND:** It is the intent of the District to use U.S. Bank and MN Trust as the primary depositories for the school district and student activity checking accounts. The remaining banks 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; MNTrust Fund; PMA Financial Network; PMA Securities, Inc.; and Smith Barney, Inc. as official depositories for the 2022 calendar year.

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of depositories.



**Organizational Meeting Date:** 1/4/2022

**TITLE:** Designation of Official Newspaper

**TYPE:** Consent

**RECOMMENDATION:** Designate the *Edina Sun-Current* newspaper as the official publication effective January 1 through December 31, 2022.

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of official newspaper.



**Organizational Meeting Date:** 1/4/2022

**TITLE: Designation of Responsible Authority and Designation of Data Practices Compliance Officials**

**TYPE: Consent**

**BACKGROUND:** 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 Lead Team 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- Lead Team:

Assistant Superintendent- Randy Smasal

Communications Coordinator- Mary Woitte

Director of Business Services- John Toop

Director of Community Education Services- Valerie Burke

Director of Media & Technology- Natasha Monsaas-Daly

Director of Student Support Services- Jeff Jorgensen

Director of Teaching & Learning- Jody De St. Hubert

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of responsible parties as described above.



**Organizational Meeting Date:** 1/4/2022

**TITLE:** Signatories on General Checking Accounts for 2022

**TYPE:** Consent

**BACKGROUND:** This authorization enables the District to conduct its financial transactions with its bank. This authorization is made annually each January.

**RECOMMENDATION:** Designate U.S. Bank as the depository for the general checking accounts of the School 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.

\_\_\_\_\_, Treasurer

\_\_\_\_\_, Chair

\_\_\_\_\_, Clerk

Stacie Stanley, Superintendent

John Toop, Director of Business Services

Ra Chhoth, Controller

**PRIMARY ISSUE(S) TO CONSIDER:** Designation of responsible parties as described above.