



School Board Work Session
Monday, May 9, 2022; 5:00 PM
ECC Room 350 and Virtual*

I. Determination of Quorum and Call to Order

II. Discussion

A. Resignation and Process for Vacant Board Seat

Description: The board will consider and vote on a resolution acknowledging a vacancy on the Edina School Board. This resolution was written and provided by district legal counsel. The process document was created by the governance committee after discussions with MSBA about recommended processes and guidance and oversight from district legal counsel. This process document outlines both the board's legal and statutory obligations, timing, and recommended appointee process.

Presenter(s): Governance Committee

B. End of Year Letter

Description: This letter has been written and prepared to send to all staff prior to the school year ending to express the board's gratitude for everyone.

Presenter(s): Governance Committee

C. Finance Committee Overview

Description: The board's finance committee has multiple community members that volunteer their time and efforts to help advise on the district's finances. Board policy 213 outlines committee obligations and states the number of community members that can be on the finance committee. Board Member Birdman will recommend a process for rotating community members on and off the committee to ensure the committee is in line with board policy 213.

Presenter(s): Michael Birdman, Board Treasurer

D. Student Travel

Description: COVID has had an impact on student travel and may continue to have an impact into the future.

Presenter(s): Jody De St. Hubert, Director of Teaching and Learning; and Jenn Carter, Assistant Principal, Edina High School

III. Board Chair Updates

IV. Superintendent Updates

V. Adjournment

* One Board member will be participating virtually from Deep Portage Learning Center, 2197 Nature Center Drive NW, Hackensack, MN 56452



Board Meeting Date: 5/9/22

TITLE: Resolution Acknowledging Vacant Board Seat

TYPE: Discussion

PRESENTER(S): Governance Committee

BACKGROUND: The board will consider and vote on a resolution acknowledging a vacancy on the Edina School Board. This resolution was written and provided by district legal counsel.

The process document was created by the governance committee after discussions with MSBA about recommended processes and guidance and oversight from district legal counsel. This process document outlines both the board's legal and statutory obligations, timing, and recommended appointee process.

RECOMMENDATION: Review the attachments, come prepared with questions and your opinion on the recommended appointee process.

PRIMARY ISSUE(S) TO CONSIDER: Absence created by relocation.

ATTACHMENTS:

1. Process and timeline document
2. Resolution

Board Member Absentee Process and Timeline

Purpose: To outline the legal requirements and timing of Edina School Board member replacement process to ensure a transparent and positive leadership transition that ensures the advancement of the district's mission.

Background: Minnesota Statute 123B.09, subdivisions 3 and 5b, which regulate this situation, states:

Subd. 3. **Causes for school Board member vacancy.** A vacancy in any Board occurs when a member (a) dies, (b) resigns, (c) ceases to be a resident of the district, or (d) is unable to serve on such Board and attend its meetings for not less than 90 days because of illness or prolonged absence from the district.

Subd. 5b. **Appointments to fill vacancies; special elections.** (a) Any vacancy on the Board, other than a vacancy described in subdivision 4, must be filled by Board appointment at a regular or special meeting. The appointment shall be evidenced by a resolution entered in the minutes and shall be effective 30 days following adoption of the resolution, subject to paragraph (b). If the appointment becomes effective, it shall continue until an election is held under this subdivision. All elections to fill vacancies shall be for the unexpired term. A special election to fill the vacancy must be held no later than the first Tuesday after the first Monday in November following the vacancy. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the year in which the vacancy occurs, the special election must be held no later than the first Tuesday after the first Monday in November of the following calendar year. If the vacancy occurs less than 90 days prior to the first Tuesday after the first Monday in November in the third year of the term, no special election is required. If the vacancy is filled by a special election, the person elected at that election for the ensuing term shall take office immediately after receiving the certificate of election, filing the bond, and taking the oath of office.

Situation Analysis: There are two **simultaneous** moving parts in the process of transition. They include:

1. **Special Election.** Vice Chair Wallen-Friedman will cease to be a resident of the Edina Public School District as of May 31, 2022, which is more than 90 days prior to the first Tuesday after the first Monday in November following the vacancy, Minnesota Statute requires that a special election be held to fill the vacancy. This special election for one (1) school Board member will be held on Tuesday, November 8th, 2022. ***The Board has no discretion in decision making on whether or not to have a Special Election process or timing.***
2. **Interim Board Member Appointee.** Given that Vice Chair Wallen-Friedman will cease to be a resident of the Edina Public School District as of May 31, 2022 and Minnesota Statute requires such vacancy "must be filled by Board appointment," the Board will

begin the process of appointing a resident to fill said vacancy after Board Member Wallen-Friedman is no longer a member of the Board and until the vacant seat is filled by the special election in November. ***The Board has no decision making in whether or not to have an interim Board Member Appointee, but does have full discretion on the process and general timing on the Interim Board Member Appointee.***

Process Overview/Key Dates:

The below process outlined below is recommended by MSBA as best practice, has been reviewed by district legal counsel and is recommended by the Governance committee.

- **Interim Board Member Appointee:** Multiple different ways of choosing an interim Board member are available to us as a Board. Examples from other districts range from having an open application process for all community members to direct appointment to hybrid approaches.
- After analyzing the methods used by Boards in Minnesota, it is our recommendation that the Board utilize a process of directly appointing an interim Board member who was a former Board member previously elected by the community for the following reasons:
 - Least disruptive to Board operations and school district governance.
 - The time period the interim Board member will be on the Board is a very short period of time (whomever wins the special election starts after the canvassing period, not in January).
 - The time period to have an open-ended collection of interested individuals is lengthy and laborious and would lead to a very limited time-frame for an individual to join the Board, train and effectively have any impact on the Board (see Appendix 1 for realistic time table).
 - Having a prior Board member serve in this interim capacity enables the Board to have someone already familiar with MSBA practices, Board practices and protocols, and associated Minnesota laws and statutes.
 - Allows us to have someone fill specific gaps left by Vice Chair Wallen-Friedman's absences, most notably financial and legal expertise.
 - Keeps the Board neutral in the upcoming special election by choosing someone for the interim position who is not planning to run for election in the special election.
 - Avoiding confusion in the community with communications of the overlapping processes.
- **Next Steps for Interim Board Member Appointment:**
 - Agreement on process: to be voted on at 5/9 meeting
 - Come prepared to discuss what criteria the Board should consider in appointing interim Board member. If the Board reaches an agreement on the recommended process this will need to be discussed.
 - Approval from Board for governance committee to create rubric and process for Interim Board appointment.

- Discussion about rubric and process for interim Board member: 5/17 work session.
 - Discussion and appointment of interim Board member: End of May/Beginning of June work session.
 - Discussion about Board committees and roles: 6/20 work session
 - Resolution to approve interim Board member: 6/20 Board meeting
 - Oath of office taken
 - Mandatory 30-day waiting period until interim Board member can take office
 - 7/26 work session: first Board meeting interim Board member can attend.
- **Special Election:** This process does not differ much from a standard board election.
 - **July 18, 2022:** Board discusses and approves Resolution announcing new special election for one (1) School Board member who will fill the remaining year of the vacant seat. District informs the public regarding details (filing period, overview, role of School Board) of the School Board Special Election on November 8, 2022.
 - **End of July:** District holds information session about special election.
 - **November 8, 2022:** Election Day
 - Results canvasses, results certified and then new Board member will be seated.

Appendix 1: Draft Board Member Appointee Process

- **May 9, 2022:**
 - Board discusses and approves the process for filling Board vacancy.
- **May 17, 2022:**
 - Board work session to discuss rubric for interviewees, appointees and process overview for decision-making.
- **End of May/Early June:**
 - Board discusses and approves: 1) the appointee application and 2) Board evaluation rubric. These two items will be presented by the Governance committee to the Board (Committee will use MSBA, legal counsel and best practices for guidance).
 - Board discusses transition plans and timing for Board-appointed leadership positions and roles. This will be presented by the Governance committee to the Board.
- **End of May/Early June:**
 - District communication informs the public with overview of School Board role, position opening.
- **June 6-24, 2022:**
 - Online application opens for applicants. All applications are public record.
- **June 24, 2022:**
 - Application process closes for applicants.
- **June 27, 2022 special meeting (NEW - pending board availability):**
 - Board (Governance) reviews and discusses applications using evaluation rubric to determine interview(s) granted/notified for final applicants.
- **July 11/12, 2022 special meeting (NEW - pending board availability):**
 - Board conducts interview(s) with final applicant(s).
- **July 13, 2022 special meeting (NEW - pending board availability):**
 - Board discusses and votes on interim Board member and announces them to the public. Board accepts Resolution adopting interim Board member.
 - July 13 starts mandatory 30 day waiting period for Interim Board member start day.
- **August 23rd work session:**
 - First board meeting new appointee would be able to serve

RESOLUTION ADOPTING PROCESS FOR
APPOINTING AN INTERIM BOARD MEMBER

WHEREAS, School Board member Leny Wallen-Friedman will cease to be a resident of Independent School District No. 273 on May 31, 2022, creating a vacancy on the School Board;

WHEREAS, a special election will be held no later than November 8, 2022, to vote on a replacement who will take that seat for the remainder of the term;

WHEREAS, pursuant to Minnesota Statutes section 123B.09, subdivision 5b(a), the vacancy must be filled in the interim by Board appointment;

WHEREAS, relevant statutes grant the Board the sole discretion to determine the process and procedure that it wishes to use for making such appointment, and no open application processes or public notice is required prior to making any such appointment; and

WHEREAS, the Board has weighed its options and determined that the best process for the Board that will cause the least disruption to the District will be to appoint a formerly elected School Board Member to fill the short-term vacancy prior to the special election.

NOW THEREFORE BE IT RESOLVED by the School Board of Independent School District No. 273, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 123B.09, Subd. 5b, the Board will seek a formerly elected School Board Member to fill the vacancy, with the Governance Committee being delegated the authority to discuss the opportunity with former School Board Members. At a future Board Meeting, the Board will nominate a candidate and vote on a resolution to appoint an interim Board Member who will serve until a successor is elected and qualified. If no such candidates are chosen by the Board, the Board reserves the right to seek applications from qualified residents who wish to serve in an interim capacity.

2. The appointment shall be effective thirty (30) days after the adoption of the resolution as provided in Section 123B.09, subd. 5b.

Moved by: _____ Seconded by: _____

The following voted in favor:

The following voted against:

WHEREUPON the resolution was declared adopted the ____ day of _____, 2022.



Board Meeting Date: 5/9/22

TITLE: Staff End Of Year Letter

TYPE: Discussion

PRESENTER(S): Governance Committee

BACKGROUND: This letter has been written and prepared to send to all staff prior to the school year ending to express the board's gratitude for everyone.

RECOMMENDATION: None.

PRIMARY ISSUE(S) TO CONSIDER:

Review letter. Come prepared with comments. Will be up for approval via consent at regular meeting.

ATTACHMENTS:

1. Letter

Dear Edina Administrators, Educators and Staff,

The Merriam-Webster dictionary defines the word *grateful* as, “appreciative of benefits received : expressing gratitude.” This word first appeared in the 16th century, around the time of the beginning of the Scientific Revolution and many other significant historical events. One can imagine someone saying, “Copernicus, I am so *grateful* you are proposing the earth revolves around the sun.” Or, “DaVinci, wow, we are so *grateful* you are painting this Mona Lisa thing.” From the Latin word “*gratus*,” which means “pleasing” and “thankful,” this root word is also the source of such familiar words such as “gratitude,” “congratulations,” and “gratuity.”

The Urban Dictionary defines the word *preesh* as, “thanks; appreciation for something; gratitude.” This word first appeared in the 21st century, around the time of the launch of the first iPhone and Facebook and the last known production of the VCR. One can imagine statements such as, “I’d preesh it if my new iPhone model lasted longer than a year.” Or, “Wow, Mr. Zuckerberg, I so preesh you tracking all my online purchases.”

While one can imagine many such uses for the words gratitude and preesh and many derivatives between, there is no way that the creators of either word could have predicted the confluence of events that have defined the last few years in public education. If they had, they might have created new and more creative terms such as:

- *Dynamester*: From the Greek root word “dyna” meaning “power” and the Latin word “semestris” meaning “six-month’s duration.” Definition: “power through the rest of this semester.” Common use: “Once I *dynamester*, I can enjoy my summer vacation.”
- *Malanesthetic*: From the Latin root words “mal” meaning “bad” and “aesthet” meaning “feeling” or “sensation.” Definition: “I have a really bad feeling.” Appropriate use would be: “After my student blew his nose in his mask, a *malanesthetic* feeling hit my stomach.”
- *Narcabrevity*: From the Greek root word “narc” meaning “sleep” and the Latin root word “brev” meaning “short.” Definition: “Did I really sleep last night?” Appropriate use would be: “I am so exhausted and these nights of *narcabrevity* are not helping.”

And most importantly:

- *Docuphiltation*: From the Greek root word “doc” meaning “teach” and the Greek root word “phil” meaning “love.” Definition: “love of teaching; students.” Common use: “My students reinforce my *docuphiltation*.”

Thank you for indulging in our attempt at some levity as we near the end of another school that has proven itself to be challenging and stressful in many ways. We know you are exhausted and you have a right to be. Your well-being is important to us. Please know we are committed to supporting each of you and will continue to actively work on plans to do so. EPS teachers, thank

you for showing up for our students in more ways than we can count this year and for always striving to be like the teacher you'd want for your own kids. We are so preeshed.

Have a wonderful summer.

Sincerely,

Your Edina School Board



Board Meeting Date: 5/9/22

TITLE: Finance Committee Overview

TYPE: Discussion

PRESENTER(S): Michael Birdman, Board Treasurer

BACKGROUND: The board's finance committee has multiple community members that volunteer their time and efforts to help advise on the district's finances. Board policy 213 outlines committee obligations and states the number of community members that can be on the finance committee. Board Member Birdman will recommend a process for rotating community members on and off the committee to ensure the committee is in line with board policy 213.

RECOMMENDATION: Discussion

PRIMARY ISSUE(S) TO CONSIDER:

Recommendation of finance committee community member process.

ATTACHMENTS:

1. Overview of recommendation

In order to ensure the Finance Committee facilitates a process of transparent community involvement, the finance committee is recommending the following:

Current committee members:

- Cathy Cella - term was renewed from 6/30/19 to 6/30/21 to the current term ending 6/30/23
- Ben Sorenson - term was renewed from 6/30/20 to current term ending 6/30/22
- Timothy Smith - term was renewed from 6/30/21 to current term ending 6/30/23
- Mohamed Abdihalim - term was renewed from 6/30/21 to current term ending 6/30/23

Member Recommendations:

- Both Timothy Smith and Mohamed Abdihalim should be codified as finance committee members in the consent agenda for our June board meeting.
- In order to maintain continuity, it is recommended we renew Ben Sorenson for another term before the end of June 2022 until 6/30/24. This can also be added to the consent agenda in June.
- This will leave 4 community members on the committee consistent with policy 213, with the potential for three openings for new community members in the summer of 2023.

Process Recommendations:

- Finance committee recommends we follow a similar process the finance committee has followed in the past and the Legislative Action Committee is currently using, which would be to solicit applications from community members during the Spring of 2023 and choose new community members based on established criteria.
- Additional information to gather is to reflect on whether terms are consistent for all committees of two or three years.



Board Meeting Date: May 9, 2022

TITLE: Student Travel

TYPE: Discussion

PRESENTER(S): Jody De St. Hubert, Director of Teaching and Learning; and Jenn Carter, Assistant Principal, Edina High School

BACKGROUND: COVID has had an impact on student travel and may continue to have an impact into the future.

RECOMMENDATION: There is no recommendation at this time. This agenda item is for discussion.

DESIRED OUTCOMES FROM THE BOARD: To provide input on the variables that COVID may have on student travel and that administration should consider when enforcing processes and procedures of Policy 538.