

**INDEPENDENT SCHOOL DISTRICT NO. 625  
Saint Paul, Minnesota**

**ANNUAL MEETING OF THE BOARD OF EDUCATION  
360 Colborne Street  
Saint Paul, MN 55102**

**January 9, 2024  
4:30 p.m.**

**MINUTES**

**1. CALL TO ORDER**

The meeting was called to order at 4:31 p.m. by Chair Vue.

**2. ROLL CALL**

Board of Education: C. Allen, Y. Carrillo, J. Franco, E. Valliant, H. Henderson, U. Ward, J. Vue

Administration: Superintendent Gothard, C. Long, S. Dahlke

**3. APPROVAL OF THE ORDER OF THE MAIN AGENDA**

**MOTION: Director Vue moved approval of the Order of the Main Agenda. The motion was seconded by Director Allen.**

The motion was approved by roll call vote:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**3. SWEARING-IN CEREMONY**

**4. ELECTION OF OFFICERS**

**1. Chair of the Board of Education**

The serving Chair opened nominations for the office of Chair of the Board of Education.

**MOTION: Director Carlo Franco nominated Director Halla Henderson for the office of the Chair of the Board of Education.**

**Per Policy 203.00, “in the case of only one nomination, the Chair may declare, absent objection, the election of the Chair by unanimous consent.”**

Further nominations were called for, there being the election was declared unanimous by consent.

**2. Vice Chair of the Board of Education**

The newly elected Board Chair opened nominations for the office of the Vice Chair of the Board of Education.

**MOTION: Director Yusef Carrillo nominated Director Uriah Ward for the office of the Vice Chair of the Board of Education.**

**Per Policy 203.00, “in the case of only one nomination, the Chair may declare, absent objection, the election of the Chair by unanimous consent.”**

Further nominations were called for, there being the election was declared unanimous by consent.

**3. Clerk of the Board of Education**

The Board Chair opened nominations for the office of the Clerk of the Board of Education.

**MOTION: Director Jim Vue nominated Director Erica Valliant for the office of the Clerk of the Board of Education.**

**Per Policy 203.00, “in the case of only one nomination, the Chair may declare, absent objection, the election of the Chair by unanimous consent.”**

Further nominations were called for, there being the election was declared unanimous by consent.

**4. Treasurer of the Board of Education**

The Board Chair opened nominations for the office of the Treasurer of the Board of Education.

**MOTION: Director Uriah Ward nominated Director Yusef Carrillo for the office of the Treasurer of the Board of Education.**

**Per Policy 203.00, “in the case of only one nomination, the Chair may declare, absent objection, the election of the Chair by unanimous consent.”**

Further nominations were called for, there being the election was declared unanimous by consent.

The Board of Education officer positions for 2024 are:

- Chair: Halla Henderson
- Vice Chair: Uriah Ward
- Clerk: Erica Valliant
- Treasurer: Yusef Carrillo

**5. RESOLUTIONS**

**BF 33562      Appointment of the Assistant Treasurer**

**MOTION:**      Director Henderson moved that the Board of Education approve the resolution that states as follows: **BE IT RESOLVED**, by the Board of Education of Independent School District No. 625, that it herewith appoints Tom Sager, Executive Chief of Financial Services, as the Assistant Treasurer of this school district for 2024. Motion seconded by Director Ward.

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**BF 33563      Appointment of the Assistant Clerk**

**MOTION:**      Director Henderson moved that the Board of Education approve the resolution that states as follows: **BE IT RESOLVED**, by the Board of Education of Independent School District No. 625, that it herewith appoints Sarah Dahlke as the Assistant Clerk of this school district for 2024. Motion seconded by Director Allen.

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**BF 33564      Resolution Naming Depository Accounts**

**MOTION:**      Director Henderson moved that the Board of Education approve the resolution naming the banks that are to serve as depositories of school district funds for the year 2024. Motion seconded by Director Carrillo.

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**BF 33565      Resolution Naming Banks as Custodians for Safekeeping of Collateral**

**MOTION:** Director Henderson moved that the Board of Education approve the resolution naming the banks that are to be used as custodians for safekeeping of pledged security for school district deposits. Motion seconded by Director Allen.

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**BF 33566** Resolution Authorizing Investments of School District Funds

**MOTION:** Director Henderson moved that the Board of Education approve the resolution that herewith authorizes the Assistant Treasurer to invest surplus funds of the school district from time to time, as provided in Minnesota Statutes and the School Board Investment Policy. Motion seconded by Director Ward.

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**BF 33567** Resolution Naming Brokerage Accounts

**MOTION:** Director Henderson moved that the Board of Education approve the resolution naming the brokerage firms that are to handle the purchase and sale of securities and other property. Motion seconded by Director Carrillo.

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**BF 33568** Resolution Authorizing Entry into Joint Purchasing Agreements

**MOTION:** Director Henderson moved that the Board of Education approve the resolution Authorizing Entry into Joint Purchasing Agreements and approve administration to continue

**current joint cooperative purchase agreements and to enter into other various Joint Cooperative Purchasing Agreements as deemed necessary. Motion seconded by Director Franco.**

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**BF 33569 Resolution Naming the Official Newspaper**

**MOTION: Director Henderson moved that the Board of Education approve the resolution naming the SAINT PAUL LEGAL LEDGER MINNESOTA LAWYER as the official newspaper of the School District. Motion seconded by Director Valliant.**

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**BF 33570 Resolution to Adopt and Confirm All Policies Contained in the SPPS Policy Manual**

**MOTION: Director Henderson moved that the Board of Education approve the resolution confirming and adopting all policies contained in the Board Policy Manual. Motion seconded by Director Ward.**

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

**BF 33571 Resolution to Approve the 2024 Board of Education Meeting Schedule**

**MOTION: Director Henderson moved that the Board of Education approve the Resolution to Approve the 2024 Board of Education Meeting Schedule, which states:**

**WHEREAS** the Board of Education regular business meetings will typically be held on the second or third Tuesday of each month from 5:30 p.m. until adjournment, and will take place in Conference Rooms A and B at the District Administration Office (360 Colborne Street, Saint Paul, MN 55102) per the schedule below (unless otherwise noticed); and

**WHEREAS** the proposed regular business meeting dates for the 2024 calendar year are as follows:

- January 9, 2024 (Annual Organizational Meeting at 4:30pm)
- January 23, 2024
- February 20, 2024
- March 19, 2024
- April 23, 2024
- May 21, 2024
- June 11, 2024 (Special Meeting – Non-Renewals) | 4:00 p.m. | Conference Room 5A
- June 18, 2024
- July 16, 2024
- August 20, 2024
- September 17, 2024
- October 22, 2024
- November 19, 2024
- December 17, 2024

**WHEREAS** the Board of Education will also hold Committee of the Board (discussion) meetings on topics determined by the Chair in consultation with the Superintendent, during the 2024 calendar year. These meetings will typically be held on the first or second Tuesday of each month (except July) from 4:30 p.m. to adjournment, and will take place in Conference Room 5A at the District Administration Office (360 Colborne Street, Saint Paul, MN 55102) per the schedule below (unless otherwise noticed); and

**WHEREAS** the proposed Committee of the Board meeting dates for the 2024 calendar year are as follows:

- January 9, 2024
- February 6, 2024
- March 6, 2024 - Wednesday
- April 3, 2024 - Wednesday
- May 7, 2024
- June 11, 2024
- August 7, 2024 – Wednesday
- September 10, 2024
- October 8, 2024
- November 6, 2024 – Wednesday
- December 3, 2024

**WHEREAS** Board of Education committees will determine their own meeting schedules, which shall be posted, duly noticed, and will typically occur on Tuesdays; and

**WHEREAS special business meetings, emergency meetings, and meetings closed to the public shall be separately posted and duly noticed in accordance with applicable policies and laws.**

**THEREFORE BE IT RESOLVED that the Board of Education, Independent School District No. 625, hereby adopt the 2024 schedule of board meetings.**

**FURTHER BE IT RESOLVED that the Board Chair, in consultation with the Superintendent and in accordance with all meeting notice requirements, may modify dates and times as needed to adjust for unforeseen circumstances.**

**Motion seconded by Director Vue.**

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

## **6. ACKNOWLEDGMENT OF REVIEW OF ALL 200-LEVEL BOARD POLICIES**

Per Policy 203.00, "At the annual January organizational meeting, Board members will be asked to sign a form that they have reviewed all 200-level Board policies." Board members were provided a form to sign that they have reviewed all 200-level Board policies, as well as provided with hardcopies of all 200-level Board policies.

## **7. COMMITTEE/SUBCOMMITTEE/WORK GROUP SELECTION AND SCHOOL AREAS SELECTION; 2024 GRADUATION SCHEDULE**

Board members then determined their assignments on committees, subcommittees, and work groups (both internal and external), as well as their selected school focus areas, and board member attendance, for both providing the greeting and conferring of diplomas, at the 2024 graduation ceremonies.

## **8. FUTURE MEETING SCHEDULE**

Chair Henderson reminded the Board and community that the Committee of the Board will follow the adjournment of the Annual Meeting. The next Regular Meeting is scheduled for Tuesday, January 23, 2024 beginning at 5:30 p.m.

It was also noted that for any questions regarding the schedule, please contact our board secretary at 612-434-1105. Special meetings may also be scheduled throughout the year, and notices will also be posted on the board website. To be added to the email/phone notification list, please contact our board secretary at 612-434-1105.

- A. Board of Education Meetings (5:30 p.m. unless otherwise noted)
- January 9, 2024 (Annual Organizational Meeting at 4:30pm)
  - January 23, 2024

- February 20, 2024
- March 19, 2024
- April 23, 2024
- May 21, 2024
- June 11, 2024 (Special Meeting – Non-Renewals) | 4:00 p.m. | Conference Room 5A
- June 18, 2024
- July 16, 2024
- August 20, 2024
- September 17, 2024
- October 22, 2024
- November 19, 2024
- December 17, 2024

B. Committee of the Board Meetings (4:30 unless otherwise noted)

- January 9, 2024
- February 6, 2024
- March 6, 2024 - Wednesday
- April 3, 2024 - Wednesday
- May 7, 2024
- June 11, 2024
- August 7, 2024 – Wednesday
- September 10, 2024
- October 8, 2024
- November 6, 2024 – Wednesday
- December 3, 2024

**9. ADJOURNMENT**

**Director Henderson moved to adjourn the meeting; Director Vue seconded the motion.**

Motion was approved with the roll call vote as follows:

Director Allen	Yes
Director Carrillo	Yes
Director Franco	Yes
Director Valliant	Yes
Director Henderson	Yes
Director Ward	Yes
Director Vue	Yes

The meeting adjourned at 5:52 p.m.

For clarity and to facilitate research, these minutes reflect the order of the original Agenda and not necessarily the time during the meeting the items were discussed.

Prepared and submitted by:

Sarah Dahlke

Assistant Clerk, St. Paul Public Schools Board of Education