

COLUMBIA HEIGHTS PUBLIC SCHOOLS

Organizational Meeting of
Board of Education
January 7, 2025

Called the meeting to order at 6:00 p.m.

Members Present: Ms. Granlund, Ms. Houle, Ms. Medearis, Ms. Palmer, Ms. Pettway, Ms. Smith,
Student Representatives Ms. Rude, Ms. Anwar, and Superintendent Stenvik

Members Absent: None

PLEDGE OF ALLEGIANCE

The meeting opened with the Pledge of Allegiance.

SWEARING IN OF NEWLY ELECTED BOARD MEMBERS

Members: Corenia Smith, Mary Granlund, Michelle Pettway

Student School Board Representatives: Atinan Anwar and Aesa Rude

APPROVAL OF THE AGENDA

Motion by Houle, seconded by Pettway, to approve the agenda

All in Favor, Motion Passes

ORGANIZATION OF THE BOARD

Acting Chair Granlund opened the nominations for Board offices.

Election of Chair:

Member Granlund nominated Member Granlund for Chair. Only candidate nominated for the office of
Chair, Member Granlund, elected by Acclimation

All in Favor, Motion carried.

Was elected Chair.

Election of Vice-Chair

Member Palmer nominated Member Palmer for Vice Chair. Only candidate nominated for the office of
Vice Chair, Member Palmer elected by Acclimation.

Election of Clerk:

Member Pettway nominated Member Pettway for Clerk. Only candidate nominated for the office of
Clerk was Member Pettway, who was elected by Acclimation.

Election of Treasurer:

Member Houle nominated Member Houle for Treasurer. Only candidate nominated for the office of
Treasurer was Member Houle, elected by Acclimation.

APPOINTMENT OF PARLIAMENTARIAN/ADOPTION OF ROBERT'S RULES OF ORDER

Chair appointed Medearis as School Board Parliamentarian.

Motion by Palmer, seconded by Houle, to adopt *Robert's Rules of Order, Newly Revised*, as the rules of
order for the School Board of Columbia Heights Public Schools ISD 13, except where modified by
Board policy, and appoint Medearis as Parliamentarian for 2025.

All in Favor. Motion carried.

MEETING DATE & TIME

Motion by Houle, seconded by Palmer, to declare that the meeting day and time for the Regular School Board meetings shall be the second and fourth Tuesdays of the month, except July, in which the meeting would be on 3rd Tuesday and December would only have one meeting. The School Board shall take up no new business after 10:45 p.m. except by unanimous consent of the Board members. Work sessions have been scheduled for the third Tuesday of the month at 5:30 p.m. School Board meetings will be held in the District Community Room.
All in Favor. Motion carried.

APPOINTMENT OF BOARD REPRESENTATIVES

APPOINTMENT OF BOARD REPRESENTATIVES: effective immediately

MSBA Legislative Liaison	Ms. Medearis
Brightworks.....	Ms. Pettway
MN State High School League	Ms. Houle
NE Metro Intermediate Dist. 916 Board**	Ms. Palmer
Liaison to the City of Columbia Heights	Ms. Medearis
Liaison to City of Fridley.....	Ms. Houle
Liaison to City of Hilltop.....	Ms. Pettway
School Board Policy Sub-Committee	Ms. Granlund, Ms. Houle, Ms. Medearis
School Board Community Engagement Sub-Committee....	Ms. Palmer, Ms. Pettway, Ms. Smith
Association of Metropolitan School Districts (AMSD).....	Ms. Pettway Smith Guest
Columbia Heights Business Council	Ms. Smith

**Additional Honorarium provided 916 funds of \$5000.00 stipend per year for the Director.

Motion by Pettway seconded by Smith to approve Board Representative Appointments and School Liaisons as stated.
All in Favor, Motion carried.

APPOINTMENT OF BUILDING LIAISONS

Motion by Medearis seconded by Pettway, to approve Board School Liaisons as stated below.

Liaison to Schools: July 1, 2025-January 6, 2026

CHHS – Ms. Granlund
Columbia Academy – Ms. Pettway
Highland – Ms. Smith
North Park – Ms. Houle
Valley View – Ms. Palmer
Family Center – Ms. Medearis

Liaison to Schools: January 7, 2025-June 30, 2025

CHHS – Ms. Granlund
Columbia Academy – Ms. Medearis
Highland – Ms. Smith
North Park –Ms. Pettway
Valley View – Ms. Palmer
Family Center – Ms. Houle
All in favor, Motion carried.

ASSIGN A MENTOR TO NEW BOARD MEMBERS

Ms. Palmer has been appointed as a Mentor to Member Smith.

SALARIES AND PER DIEM FOR BOARD MEMBERS AND BOARD OFFICERS

Motion by Palmer, seconded by Medearis, to set the 2025 salaries for all Board members at \$500 per month; to establish additional compensation for Board officers as follows: Chair \$100 per month; furthermore, that all members of the Board may receive per diem payments over the salaries established by the Board of Education for meetings of NSBA, MSBA, mediation sessions and such other meetings as may be approved by the Board and which take the member away from their regular obligations of the regular work day or which are held on Saturday or Sunday. Said compensation for the per diem payment is \$50 per day for up to four hours and \$100 per day above four hours.
All in Favor, Motion carried.

DESIGNATION OF DEPOSITORIES

Motion by Granlund seconded by Medearis to adopt the following resolution:

RESOLUTION DESIGNATING DEPOSITORIES

BE IT RESOLVED that the following be designated as depositories for certain monies of this School District and, as such, are authorized and directed to honor and/or paychecks or orders, when signed by the Treasurer and the Clerk, for the withdrawal or transfer of funds on deposit in said bank in whatever form:

Northeast Bank
US Bank
Minnesota School District Liquid Asset Fund Plus (MSDLAF+)
Wells Fargo
Bank of America

BE IT FURTHER RESOLVED that the following investment brokers are hereby authorized and directed to honor orders, when signed by the Treasurer and the Clerk, for the withdrawal or transfer of funds on deposit in said instructions in whatever form:

PMA Financial Network

BE IT FURTHER RESOLVED that in -case such deposits in the designated banks shall at any time exceed \$250,000 (two hundred and fifty thousand dollars), said depository shall immediately furnish bond or securities in lieu of bond according to law, and the Federal Reserve Bank of Minneapolis, Minnesota or any of the aforementioned depositories are hereby designated as the place for the safekeeping for all securities furnished in lieu of such bond.

Roll Call Vote
Granlund – Aye
Houle – Aye
Medearis – Aye
Palmer – Aye
Pettway – Aye
Smith--Aye

Motion carried and resolution adopted.

DESIGNATION OF ELECTRONIC TRANSFER DESIGNEES

Motion by Houle, seconded by Smith, to appoint Bryan Hennekens and Kate Wesbur as its designees in processing electronic transfers.
All in Favor. Motion carried.

DESIGNATION OF LEGAL COUNSEL AND CONTACTS

Motion by Palmer, seconded by Pettway, to appoint Margaret Skelton, Joseph Langel, Laura Tubbs Booth, and others of Ratwik, Roszak, and Maloney, P.A, and Andrea Hedtke, Dorsey & Whitney LLP as its legal counsel designees. The contacts shall be the School Board Chair, Superintendent, and/or her designee.

All in Favor Motion carried.

AUTHORIZING ADMINISTRATION OF CONTRACT FOR BUDGETED ITEMS

Motion by Houle, seconded by Palmer, to designate the Superintendent and the Director of Finance and Operations authorization to lease, purchase, and contract for goods and services within the budget as approved by the School Board in the amounts up to \$175,000 according to Minnesota Statutes section 123B.52, subdivision 2.

All in Favor, Motion carried.

DESIGNATION OF ELECTION CLERK

Motion by Smith, seconded by Pettway, to appoint Stephanie Alvarez as its designee as election clerk. All in Favor. Motion carried.

DESIGNATION OF OFFICIAL NEWSPAPER

Motion by Palmer, seconded by Pettway, to designate Life as the official newspaper (calendar year 2025) for the Columbia Heights Public School District.

All in Favor, Motion carried.

ADJOURNMENT

Having completed all of the items on the agenda, Chair Granlund adjourned the meeting at 7:22 p.m.

Date minutes approved

Michelle Pettway, Clerk.
Independent School District No. 13