

School Board Organizational Meeting

Monday, January 9, 2023 7:00 PM

Conference Room 1148 MS/HS, 1401 7th St SW, Pipestone, MN 56164

1. Call Meeting to Order

2. Pledge of Allegiance

3. New Board Members

4. Approval of Agenda

4.1. Additions

4.1.1. Snow Make-Up Day, January 23, 2023 (7.)

5. Resolution Filling a School Board Vacancy Caused by Illness or Prolonged Absence

6. School Board Organization for 2023

6.1. Election of Officers for 2023

6.2. Establish Regular Monthly Meetings

6.3. Approve Treasurer to Pay Bills

6.4. Authorize Superintendent and Business Office to Perform Duties of the Treasurer

6.5. Authorize Superintendent's Administrative Assistant (District Clerk) to Sign Documents in Absence of Board Clerk

6.6. Resolution Directing Superintendent to Make Recommendations for Adjustments in Curriculum, Programs, and Staff for the Following School Year

6.7. Approve Ratwik, Roszak, and Maloney as the Legal Firm for the School District

6.7.1. Authorize Superintendent, Board Chair, or Designee by Superintendent or Board Chair to Contact Legal Counsel

6.8. Establish Official Depositories

6.9. Establish Official Newspaper

6.10. Set Board Salaries and Mileage

6.11. Authorize Superintendent to Contract for Goods and Services

6.12. Policy 213, School Board Committees

6.12.1. Standing Committee Assignments

6.12.2. Other Committee Assignments - Activities Advisory (1), Community Education (1), Worlds Best Workforce (1), and Legislative Liaison (1)

7. Snow Make-Up Day, January 23, 2023

8. **Adjourn**

Resolution Filling a School Board Vacancy Caused by Illness or Prolonged Absence

WHEREAS, in a resolution adopted on December 19, 2022, the School Board declared that a vacancy exists on the School Board due to illness or prolonged absence from the district by School Board member Lance Oye, whose term expires the first Monday in January 2025.

NOW, THEREFORE, BE IT RESOLVED by the School Board of Independent School District No. 2689, State of Minnesota, as follows:

Pursuant to Minnesota Statute 123B.09, subd. 4, (Name of Appointee) is hereby appointed to fill the vacancy and to serve the remainder of the unexpired term of the aforementioned School Board member, or until such ill or absent member is again able to resume duties as a member of the School Board, whichever date is earliest. The appointment shall be effective immediately as of the date of this resolution, and after the Appointee takes the oath of office.

This Resolution is adopted as of the 9th day of January, 2023.

SCHOOL BOARD ORGANIZATION MEETING 2023	6.12.1 Standing Committee Assignments
6.1 Election of Officers for 2023	
Chairman:	<u>Finance/Budget</u>
Vice Chair:	1.
Clerk:	2.
Treasurer:	3.
6.2 Establish Monthly Meetings:	<u>Negotiations/Personnel (1 of 2)</u>
4th Mon. of each month except Dec (3rd Mon)	1.
MSHS Library, 7:00 P.M.	2.
	3.
6.3 Authorize Treasurer to Pay Bills:	
	<u>Facilities/Building & Grounds</u>
6.4 Authorize Superintendent and Business Office to Perform Duties of Treasurer:	1.
	2.
	3.
6.5 Authorize Superintendent's Admin Assistant to Sign Documents in Absence of Board Clerk:	<u>Policy</u>
6.6 Resolution Directing Superintendent to Make Recommendations for Adjustments in Curriculum, Programs, and Staff for the Following Year:	1.
	2.
	3.
6.7 Approve Ratwik, Roszak & Maloney as Legal Firm for School District:	<u>Calendar</u>
	1.
6.7.1 Authorize Superintendent and Board Chair, or Designee by Superintendent or Board Chair to Contact Legal Counsel:	2.
	<u>Facility Steering Committee</u>
6.8 Establish Official Depositories:	1.
First Bank & Trust	2.
First Farmers & Merchants National Bank	3.
Minnesota Liquid Asset Fund	
MN TRUST	6.12.2 Other Committee Assignments
First State Bank Southwest	
People's State Bank of Jasper	<u>Activities Advisory</u>
	1.
6.9 Establish Official Newspaper:	
<i>Pipestone County Star</i> - Agenda & Summary of Minutes	<u>Community Education</u>
<i>Free Star</i> - Agenda	1.
Website - Agenda and Full Minutes	
	<u>World's Best Workforce</u>
6.10 Set School Board Salaries:	1.
Per Board Meeting: \$60.00	
Committee Meeting: \$50.00	<u>Legislative Liaison</u>
Out-Of-Town: \$100.00	1.
Chair: \$400.00	
Mileage: 65.5 per mile (Federal Rate)	
Meals: Cost	
6.11 Authorize Superintendent to Contract for Goods & Services:	Approved & Dated by the Board 1-9-23

REGULAR BOARD MEETING DATES

January	January 23, 2023	
February	February 27, 2023	
March	March 27, 2023	
April	April 24, 2023	
May	May 22, 2023	
June	June 26, 2023	
July	July 24, 2023	
August	August 28, 2023	
September	September 25, 2023	
October	October 23, 2023	
November	November 27, 2023	
December	December 18, 2023	(3 rd Monday)
January	January 8, 2024	(School Board Organizational Meeting)
January	January 22, 2024	

Meetings will be held at the MS/HS in the **school library at 7:00 PM.**

Pipestone Area Schools, District 2689, School Board Members authorize the Administrative Assistant to the Superintendent to take the official meeting minutes and to sign documents for the School Board Clerk if clerk is unattainable and immediate action or signature is required.

Chairman

Clerk

Approved and dated by the board: _____

This document will be approved every January at the Organizational Meeting.

RESOLUTION DIRECTING SUPERINTENDENT TO MAKE RECOMMENDATIONS FOR ADJUSTMENTS
IN CURRICULUM, PROGRAMS AND STAFF FOR THE FOLLOWING SCHOOL YEAR (2023)

BE IT RESOLVED, by the School Board of Independent School District No. 2689, State of
Minnesota as follows:

HEREBY, we direct the Superintendent of Pipestone Area Schools to make
recommendations for adjustments in curriculum, programs and staff for the following school
year.

The motion for the adoption of the foregoing resolution was duly motioned by _____ and
seconded by _____.

In favor;

against;

whereupon said resolution was declared

Adopted: 6/27/96
Revised: 12/19/2016
Revised: 1/29/2018
Revised: 1/28/2019
Revised: 2-22-2021

PAS Policy 213
Orig. 1996
Rev. 2007

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. It is the policy of the school board to designate school board committees or subcommittees when it is determined that a committee process facilitates the mission of the school board.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. A school board committee or subcommittee will be formed by school board resolution which shall outline the duties and purpose of the committee or subcommittee.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. The school board will receive reports or recommendations from a committee or subcommittee for consideration. The school board, however, retains the right and has the duty to make all final decisions related to such reports or recommendations.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Finance/Budget
 - 2. Policy
 - 3. Facilities/Building and Grounds.
 - 4. Negotiations Committee(s) for various employee groups, individuals, and contracted services.
 - 5. Calendar
- B. The school board will establish, by resolution, for each standing or ad hoc committee the number of members, the term and the charge or mission of each such committee.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. PROCEDURES FOR SCHOOL BOARD COMMITTEES

- A. All meetings of committees or subcommittees shall be open to the public in compliance with the Open Meeting Law, and notice shall be given as prescribed by law.
- B. A committee or subcommittee shall act only within the guidelines and mission established for that committee or subcommittee by the school board.
- C. Actions of a committee or subcommittee shall be by majority vote and be consistent with the governing rules of the school board.
- D. The committee or subcommittee shall designate a secretary who will record the minutes of actions of the school board committee.
- E. The power of a committee or subcommittee of the school board is advisory only and is limited to making recommendations to the school board.
- F. A committee or subcommittee of the school board shall, when appropriate, clarify in any dealings with the public that its powers are only advisory to the school board.

V. SCOPE OF SCHOOL BOARD COMMITTEES

The following information outlines the general responsibilities of each Board Committee and number of members to be assigned. Additional duties may be assigned by the Board Chair.

A. Finance/Budget – 3 members

1. Meet with the Superintendent of Schools and Business Manager to review and provide direction in establishing and monitoring the School District budget.
2. Discuss and Review:
 - a. Necessary budget adjustments;
 - b. The establishment of the annual levy;
 - c. The audit report; and
 - d. Other financial topics as they arise.

B. Negotiations/Personnel – 3 members

1. Work with the Superintendent on the negotiations of all public employee bargaining units and all individual or group contracts that are not organized bargaining units under the supervision of the School Board.
2. This committee will serve **two-year terms**. They will be appointed in January of the odd-numbered years and serve through December of the next even-numbered year or through the completion of the current negotiation period. In the event a vacancy occurs due to an election, the board chair will fill the position through appointment.
3. Review proposals from the Superintendent and Administrative Team related to the staffing of the School District.
4. Discuss and review:
 - a. Contract interpretation issues;
 - b. Operating procedures which impact personnel;
 - c. Job descriptions of personnel of the School District;
 - d. Hiring and evaluation process; and
 - e. Other personnel topics as they arise.

C. Facilities/Buildings and Grounds – 3 members plus staff and community as requested

1. Discuss and review matters relative to the district's facilities and 10-Year Maintenance Plan.
2. This committee shall provide consultation regarding district long range facilities planning to the entire board.

D. Policy – 3 members

1. Work with the Superintendent in reviewing all School Board policies at least once every four years.
2. The Superintendent shall develop a system for this review, addressing approximately one-fourth of the policies annually.
3. Work with the Superintendent of Schools in advising the School Board on the need for additional policies and revisions due to legislative changes.

E. Calendar Committee – 2 members

1. Work with the Superintendent in developing the school district calendar for the upcoming school year and the tentative calendar for the school year two years in the future.
2. Review possible revisions to the school calendar on an as needed basis.

F. Facility Steering Committee — 3 members plus staff and community as requested.

1. Provide consultation regarding the bond referendum for a new elementary school and facility improvements.
2. Review and Monitor progress of construction including:
 - Budget
 - Construction Manager Communications
 - Advise full board of any changes that may be required
3. Make recommendation to the full board regarding any items that need to be addressed during the scope of the project.

G. Other Committee Assignments

1. Activities Advisory – 1 member
2. Legislative Liaison – 1 member
- ~~3. Community Library School Board Appointee – 1 member~~
4. World's Best Workforce – 1 member

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)