

**BRECKENRIDGE SCHOOL BOARD MEETING
INDEPENDENT SCHOOL DISTRICT #846
WEDNESDAY, JANUARY 13, 2021
SPECIAL MEETING - 4:00 PM
ELEMENTARY GYMNASIUM
810 BEEDE AVENUE
BRECKENRIDGE, MN 56520**

AGENDA

1. In accordance with Minnesota Statutes 13D.021, members of the public may attend this meeting in person or virtually. Physical distancing and face masks are required to attend in person. Due to the current health pandemic, persons may monitor this meeting from a remote location by conference call - Phone: 1-574-313-1031 PIN: 242 261 289#

2. Call the Meeting to Order

- A. Pledge of Allegiance
- B. Ceremonial Oath of Office 2
- C. Standards for School Board Leadership 3

3. Approval of Agenda

4. Organizational Meeting

- A. Election of Officers
- B. Regular Board Meeting Schedule 6
- C. Wire Transfer Authority
- D. Depositories
- E. School Bank
- F. Safekeeping Bank
- G. Legal Counsel
- H. Official Newspaper
- I. Board Member Compensation
- J. IRS Mileage
- K. Assignment of Committees

5. New Business

- A. COVID Leave Extension 7
- B. Operating Levy Renewal

6. Adjournment

SCHOOL BOARD MEMBER OATH OF OFFICE

It is an honor that you were elected to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/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. 846 to the best of my judgment and ability.

Standards for School Board Leadership

The Role of the School Board

As the entity legally charged with governing a school district, each school board is responsible to its community for governing efficiently and leading effectively to provide for equitable education, resulting in high student achievement.

The following five standards are essential to being an effective, high-performing school board team.

Standard 1: Conduct and Ethics

The school board, as a whole, provides leadership to the community on behalf of the school district by conducting its business in a fair, respectful, legal, and responsible manner.

An effective, high-performing school board strives to meet the following benchmarks:

- A. Recognize the school board team consists of school board members and the superintendent and evaluates its performance at least annually.
- B. Take full responsibility for its activity and behavior at and away from the school board table.
- C. Encourage its members to express their individual opinions, respect others' opinions, and vote according to their convictions.
- D. Speak with one voice after reaching a decision.
- E. Spend time on board governance work rather than staff work - focuses on the ends not the means.
- F. Provide for orientation and ongoing training for all school board members.
- G. Follow established policies, including the chain-of-command, by directing people with concerns to the appropriate staff.
- H. Set an example of respectful and civil leadership.

Standard 2: Vision

The school board, with community input, envisions the educational future of the community and then formulates the goals, defines the outcomes, and sets the course for the school district.

An effective, high-performing school board strives to meet the following benchmarks:

- A. Use clear, focused, attainable, and measurable goals and outcomes to support gains in student achievement.
- B. Develop a strategic plan which includes well crafted school district belief statements, mission statement, vision statement, goals, and objectives that enable the school board to evaluate school district performance.
- C. Regularly monitor the strategic plan to evaluate progress toward goal achievement and school district success.
- D. Ensure that the school district belief statements, mission statement, vision statement, goals, and objectives are reflected in school board policies, mirrored in the budget planning and implementation efforts, and is supported district-wide.
- E. Communicate the strategic plan and the progress to the community.

Standard 3: Structure

The school board, to achieve its vision, establishes organizational and physical structures for student and staff success.

An effective, high-performing school board strives to meet the following benchmarks:

- A. Create organizational and physical structures based on equity in which all students and staff have the resources and supports to maximize achievement.
- B. Advocate and provide for learning through rigorous curriculum, effective technology, and a safe and secure environment.
- C. Select and employ one person – the superintendent – as the school district’s chief executive officer to lead and manage the school district.
- D. Hold the superintendent accountable for school district performance and compliance with written school board policy.
- E. Delegate the authority to the superintendent to recommend and evaluate all school district staff within the standards established through written school board policies.
- F. Accept ultimate responsibility for the care, management, fiscal oversight, and control of the school district while understanding that the day-to-day operations will be conducted by the staff.

Standard 4: Accountability

The school board is accountable to the community for constantly monitoring the conditions affecting the school district as a whole.

An effective, high-performing school board strives to meet the following benchmarks:

- A. Recognize the duty to itself and the community to determine whether the authority delegated to the superintendent is being used as intended.
- B. Evaluate the superintendent’s performance at least annually.
- C. Use student achievement data and other indicators when available as the basis for assessing progress toward school district goals and compliance with school board policies and state and federal laws.
- D. Recognize the distinction between “monitoring data” (data used by the school board to address accountability) and “management data” (data used by the staff for operations).

Standard 5: Advocacy and Communication

The school board advances its vision at the local, regional, state, and national levels.

An effective, high-performing school board strives to meet the following benchmarks:

- A. Focus on community-wide concerns and values that best support equity and student achievement rather than being influenced by special interests.
- B. Develop communication strategies to build trust between the school board and the superintendent, staff, students, and community.
- C. Utilize a public relations strategy that supports the flow of information into and out of the school district.
- D. Engage and build relationships with both public and private stakeholders.
- E. Advocate on local, state, and national levels.

RESPONSIBILITIES OF THE SCHOOL BOARD

BOARD DUTIES

- Hire superintendent, who is an ex-officio member of the board, and delegate authority
- Oversight of human, financial, and facility resources
- Set policy and judicial review
- Collective bargaining
- Community relations and advocacy

CHAIR DUTIES

Per MN Statute

- Preside at all meetings M.S. 123B.14, Subd. 2
- Represent district in all actions M.S. 123B.14, Subd. 2
- Countersign orders M.S. 123B.14, Subd. 2
- Is a voting member M.S. 13D.01, Subd. 4
- And all duties usually incumbent on such officer M.S. 123B.14, Subd. 2
- Draw orders in absence of clerk M.S. 123B.14, Subd. 2

Per Best Practice

- Guide board process
- Develop agenda with superintendent
- First point of contact with superintendent

VICE CHAIR DUTIES

Per Best Practice

- Exists per district policy
- Performs "chair duties" during absence of the chair
- Additional duties as assigned by the chair or board

CLERK DUTIES¹

Per MN Statute

- School district elections (notice, candidate filing, ballots, absentees, returns, results) MSBA Service Manual Chapter 14
- Keep records, make and issue reports M.S. 123B.14, Subd. 7
- Draw orders for payments M.S. 123B.14, Subd. 7

Note: The MSBA Service Manual provides detail references and commentary on MN Statutes that affect school districts.

TREASURER DUTIES¹

Per MN Statute

- Make deposits M.S. 123B.14
- Pay bills M.S. 123B.12, 123B.26
- Promptly pay bills M.S. 471.425
- Make requested reports M.S. 123B.14
- And all duties usually incumbent on such officer M.S. 123B.14, Subd. 2

Per Best Practice

- Financial reporting oversight
- Financial procedure and controls oversight

¹ "... the board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the Office of Business Affairs." Additionally, "The persons who perform the duties of the clerk and treasurer need not be members of the board." M.S. 123B.14, Subd. 1.
In actual practice, that single person almost always delegates at least some of the duties to others.

**Breckenridge School District #846
2021 School Board
Meeting Schedule**

**Elementary Conference Room #233
Elementary Gymnasium due to COVID Restrictions**

Wednesday, January 13	Special/Organizational @ 4:00 pm
Wednesday, January 20	Regular @ 4:00 pm
Wednesday, February 17	Regular @ 4:00 pm
Wednesday, March 17	Regular @ 4:00 pm
Wednesday, April 21	Regular @ 4:00 pm
Wednesday, May 19	Regular @ 4:00 pm
Wednesday, June 16	Regular @ 7:00 am
Wednesday, July 21	Regular @ 7:00 am
Wednesday, July 28	Retreat
Wednesday, August 18	Regular @ 7:00 am
Wednesday, September 15	Regular @ 4:00 pm
Wednesday, October 20	Regular @ 4:00 pm
Wednesday, November 17	Regular @ 4:00 pm
Wednesday, December 15	Regular @ 4:00 pm

Meetings that are cancelled due to inclement weather will be rescheduled to the following day, same time and location unless otherwise noted.

Resolution
Extend Deadline for Leaves Granted by the
Families First Coronavirus Recovery Act

WHEREAS, the Families First Coronavirus Recovery Act (FFCRA) required covered employers to provide up to 80 hours of paid emergency sick leave and up to 12 weeks of partially paid expanded family and medical leave, and

WHEREAS, the requirement to provide said leave ended on December 31, 2020, and

WHEREAS, the Consolidated Appropriations Act, 2021 provides the option for covered employers to extend the deadline for eligible employees to use any unused hours/days of leaves defined in the FFCRA through June 3, 2021,

BE IT RESOLVED, Breckenridge Public Schools shall extend the deadline for eligible employees to use any unused hours/days of the FFCRA paid emergency sick leave and partially paid expanded family and medical leave, according to the guidelines outlined in the FFCRA, through June 3, 2021. This leave will not be extended to an employee needing to quarantine after returning from personal travel. Any extension of the FFCRA emergency leave through Congress will supersede this resolution.

Adopted this _____ day of _____, 2021.

Roll Call Vote

School Board Chair

School Board Clerk