



**ORGANIZATIONAL MEETING OF THE RUSHFORD-PETERSON
SCHOOL BOARD
MONDAY, JANUARY 4, 2021
5:30 PM**

Agenda

1. Call to order by Kathy Wade.
2. Roll Call
3. Adoption of Agenda
4. Chairperson Nominations and Election
5. Election of Officers 2
 - A. Nominations for Vice-Chairperson
 - B. Nominations for Treasurer
 - C. Nominations for Clerk
6. Set meeting dates and times for 2021. 6
7. Set Salaries for Board Members for 2021. 7
8. Name The Fillmore County Journal as the Official Newspaper of the District.
9. Name the Official Depository Banks. 8
10. Name Ratwik, Roszak & Maloney as the District's Legal Counsel.
11. Authorize Business Manager Toni Oian, Accounting Clerk Laura Hahn and Superintendent Thompson to invest cash reserves and make electronic transfers.
12. Designate the accounting and clerical duties of Board Clerk and Board Treasurer to District Office Staff (Toni Oian, Business Manager, Laura Hahn, Accounting Clerk and Sarah Hundorf, Administrative Assistant)
13. Approve the Corporate Authorization Resolution adding Superintendent Thompson and the newly elected Chairperson, Treasurer and Clerk as signers on the Rushford State Bank Account. 9
14. Discuss and approve Committee Assignments and Designated Representatives 11
15. Effective Remote Meeting Option
16. **INFORMATION:**

**MONDAY, JANUARY 25, 2021 @ 5:30 PM - REGULAR MONTHLY BOARD MEETING - FORUM
ROOM**

17. Adjournment

RUSHFORD-PETERSON SCHOOL DISTRICT #239 POLICY 202

Adopted: August 20, 2012

*MSBA/MASA Model Policy 202
Orig. 1995*

Revised: _____

202 SCHOOL BOARD OFFICERS

I. PURPOSE

School board officers are charged with the duty of carrying out the responsibilities entrusted to them for the care, management, and control of the public schools of the school district. The purpose of this policy is to delineate those responsibilities.

II. GENERAL STATEMENT OF POLICY

- A. The school board shall meet annually and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. At its option, the school board may appoint a vice-chair to serve in the temporary absence of the chair.
- B. The school board shall appoint a superintendent who shall be an ex officio, nonvoting member of the school board.

III. ORGANIZATION

The school board shall meet annually on the first Monday in January ,or as soon thereafter as practicable, and organize by selecting a chair, a clerk, a treasurer, and such other officers as determined by the school board. These officers shall hold office for one year and until their successors are elected and qualify.

- A. The persons who perform the duties of clerk and treasurer need not be members of the school board.
- B. The school board by resolution may combine the duties of the offices of clerk and treasurer in a single person in the office of business affairs.

IV. OFFICER'S RESPONSIBILITIES

- A. Chair
 - 1. The chair when present shall preside at all meetings of the school board, countersign all orders upon the treasurer for claims allowed by the school board, represent the school district in all actions, and perform all duties a chair usually performs.
 - 2. In case of absence, inability, or refusal of the clerk to draw orders for the payment of money authorized by a vote of the majority of the school

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board to be paid, the chair may draw the orders, or the office of the clerk may be declared vacant by the chair and treasurer and filled by appointment.

B. Treasurer

1. The treasurer shall deposit the funds of the school district in the official depository.
2. The treasurer shall make all reports which may be called for by the school board and perform all duties a treasurer usually performs.
3. In the event there are insufficient funds on hand to pay valid orders presented to the treasurer, the treasurer shall receive, endorse, and process the orders in accordance with Minn. Stat. § 123B.12.

C. Clerk

1. The clerk shall keep a record of all meetings in the books provided.
2. Within three days after an election, the clerk shall notify all persons elected of their election.
3. On or before September 15 of each year, the clerk shall:
 - a. file with the school board a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year.
 - b. make and transmit to the commissioner certified reports, showing:
 - (1) revenues and expenditures in detail, and such other financial information required by law, rule, or as may be called for by the commissioner;
 - (2) length of school term and enrollment and attendance by grades; and
 - (3) other items of information as called for by the commissioner.
4. The clerk shall enter into the clerk's record book copies of all reports and of the teachers' term reports, and of the proceedings of any meeting, and keep an itemized account of all expenses of the school district.
5. The clerk shall furnish to the county auditor, on or before September 30 of each year, an attested copy of the clerk's record, showing the amount of proposed property tax voted by the school district or the school board for school purposes.

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6. The clerk shall draw and sign all orders upon the treasurer for the payment of money for bills allowed by the school board for salaries of officers and for teachers' wages and all claims, to be countersigned by the chair.
7. The clerk shall perform such duties as required by the Minnesota Election Law or other applicable laws relating to the conduct of elections.
8. The clerk shall perform the duties of the chair in the event of the chair's and the vice-chair's temporary absences.

D. Vice-Chair [Optional]

The vice-chair shall perform the duties of the chair in the event of the chair's temporary absence.

E. Superintendent

1. The superintendent shall be an ex officio, nonvoting member of the school board.
2. The superintendent shall perform the following:
 - a. visit and supervise the schools in the school district, report and make recommendations about their condition when advisable or on request by the school board;
 - b. recommend to the school board employment and dismissal of teachers;
 - c. annually evaluate each school principal assigned responsibility for supervising a school building within the district;
 - d. superintend school grading practices and examinations for promotions;
 - e. make reports required by the commissioner; and
 - f. perform other duties prescribed by the school board.

Legal References: Minn. Stat. § 123B.12 (Finance)
Minn. Stat. § 123B.14 (Officers)
Minn. Stat. § 123B.143 (Superintendent)
Minn. Stat. § 126C.17 (Referendum Revenue)
Minn. Stat. Ch. 205A (School District Elections)

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Cross References: Rushford-Peterson School District Policy 101
(Legal Status of the School District)
Rushford-Peterson School District Policy 201
(Legal Status of the School Board)
Rushford-Peterson School District Policy 203
(Operation of the School Board – Governing Rules)
MSBA Service Manual, Chapter 1, School District Governance, Powers
and Duties



Rushford-Peterson Schools – School Board

2021 REGULAR MONTHLY SCHOOL BOARD MEETINGS

All meetings begin at 5:30 PM. Meetings are held in the Forum Room.

January

*1/4/2021

*Organizational

January (4th Monday due to Martin Luther King, Jr. Day)

1/25/2021

February (4th Monday due to President's Day)

2/22/2021

March

3/15/2021

April

4/19/2021

May

5/17/2021

June

6/21/2021

July

7/19/2021

August

8/16/2021

September

9/20/2021

October

10/18/2021

November

11/15/2021

December

12/20/2021

Area Schools Compensation for Board Members - 2020													
	R-P	Caledonia	Chatfield	Dover-Eyota	Fillmore - Central	Houston	Kingsland	Lanesboro	Lewiston - Altura	Plainview - Elgin Millville	St. Charles	Southland	Wabasha - Kellogg
Chairperson	\$1,100.00	\$600.00	\$1,700.00	\$1,850.00	\$1,440.00	\$980.00	\$243.36	\$1,500.00	\$960.00	\$1,450.00	\$2,098.00	\$1,100.00	\$1,700.00
Vice-Chairperson	\$850.00	\$600.00	\$1,200.00	\$1,550.00	\$1,080.00	\$480.00	\$243.36		\$780.00	\$1,275.00	\$1,470.00	\$850.00	\$1,400.00
Treasurer	\$850.00	\$600.00	\$1,200.00	\$1,550.00	\$1,350.00	\$480.00	\$243.36	\$1,200.00	\$780.00	\$1,300.00	\$1,470.00	\$700.00	\$1,600.00
Clerk	\$850.00	\$600.00	\$1,200.00	\$1,600.00	\$1,080.00	\$480.00	\$243.36	\$1,200.00	\$780.00	\$1,300.00	\$1,470.00	\$700.00	\$1,600.00
Director	\$800.00	\$600.00	\$1,200.00	\$1,350.00	\$1,080.00	\$480.00	\$243.36	\$1,000.00	\$780.00	\$1,200.00	\$1,220.00	\$600.00	\$1,400.00
Additional Meetings			\$50.00		\$25.00					\$25.00			
Work Sessions										\$25.00			In per diem
Half Day Meeting *	\$35.00	\$200.00		\$100.00		\$75.00				\$25.00			
Full Day Meeting *	\$75.00	\$100.00	\$100.00	\$50.00		\$40.00				\$50.00			
Meetings off School Grounds													\$60/mtg
Negotiation Team				\$1,800 (split among members)						\$250/person cap	\$878/member		\$450/member
Additional Information		\$50 per meeting				\$40 per meeting	*\$20.28 per Mtg		\$80 per mtg - Chair \$65 per mtg - all others	\$100 ea per reg mtg		\$50 per mtg + stipends for officers	
* Out of district events such as MSBA trainings. Including virtual meetings.										stipend above is for holding that position.			
AVERAGES (based on 12 regular meetings)		w/out Kingsland											
Chairperson	\$1,286.26	\$ 1,373.17											
Vice-Chairperson	\$981.53	\$ 1,048.64											
Treasurer	\$1,024.87	\$ 1,090.00											
Clerk	\$1,007.95	\$ 1,071.67											
Director	\$919.49	\$ 975.83											

School Depositories

- a. General Fund at Rushford State Bank
- b. Deposit accounts and Investment accounts at Merchants Bank, Minnesota
School District Liquid Asset Fund Plus & Robert W. Baird & Co., Inc.

CORPORATE AUTHORIZATION RESOLUTION

RUSHFORD STATE BANK

By:

P.O. BOX 648

RUSHFORD, MN 55971

Referred to in this document as "Financial Institution"

Referred to in this document as "Corporation"

I, _____, certify that I am Secretary (clerk) of the above named corporation organized under laws of the **State of Minnesota**, Federal Employer ID Number _____, engaged in business under the trade name of _____ – and that the resolutions on this document are a correct copy of the resolutions adopted at a meeting of the Board of Directors of the Corporation duly and properly called and held on _____ (date). These resolutions appear in the minutes of this meeting and have not been rescinded or modified.

AGENTS Any Agent listed below, subject to any written limitations, is authorized to exercise the powers granted as indicated below:

Name and Title or Position	Signature	Facsimile Signature (if used)
A. _____	X _____	X _____
B. _____	X _____	X _____
C. _____	X _____	X _____
D. _____	X _____	X _____
E. _____	X _____	X _____
F. _____	X _____	X _____

POWERS GRANTED (Attach one or more Agents to each power by placing the letter corresponding to their name in the area before each power. Following each power indicate the number of Agent signatures required to exercise the power.)

Indicate A, B, C, D, E, and/or F	Description of Power	Indicate number of signatures required
_____	(1) Exercise all of the powers listed in this resolution.	_____
_____	(2) Open any deposit or share account(s) in the name of the Corporation.	_____
_____	(3) Endorse checks and orders for the payment of money or otherwise withdraw or transfer funds on deposit with this Financial Institution.	_____
_____	(4) Borrow money on behalf and in the name of the Corporation, sign, execute and deliver promissory notes or other evidences of indebtedness.	_____
_____	(5) Endorse, assign, transfer, mortgage or pledge bills receivable, warehouse receipts, bills of lading, stocks, bonds, real estate or other property now owned or hereafter owned or acquired by the Corporation as security for sums borrowed, and to discount the same, unconditionally guarantee payment of all bills received, negotiated or discounted and to waive demand, presentment, protest, notice of protest and notice of non-payment.	_____
_____	(6) Enter into a written lease for the purpose of renting, maintaining, accessing and terminating a Safe Deposit Box in this Financial Institution.	_____
_____	(7) Other _____	_____

LIMITATIONS ON POWERS The following are the Corporation's express limitations on the powers granted under this resolution.
Powers granted for account number _____

RESOLUTIONS

The Corporation named on this resolution resolves that,

- (1) The Financial Institution is designated as a depository for the funds of the Corporation and to provide other financial accommodations indicated in this resolution.
- (2) This resolution shall continue to have effect until express written notice of its rescission or modification has been received and recorded by the Financial Institution. Any and all prior resolutions adopted by the Board of Directors of the Corporation and certified to the Financial Institution as governing the operation of this corporation's account(s), are in full force and effect, until the Financial Institution receives and acknowledges an express written notice of its revocation, modification or replacement. Any revocation, modification or replacement of a resolution must be accompanied by documentation, satisfactory to the Financial Institution, establishing the authority for the changes.
- (3) The signature of an Agent on this resolution is conclusive evidence of their authority to act on behalf of the Corporation. Any Agent, so long as they act in a representative capacity as an Agent of the Corporation, is authorized to make any and all other contracts, agreements, stipulations and orders which they may deem advisable for the effective exercise of the powers indicated on page one, from time to time with the Financial Institution, subject to any restrictions on this resolution or otherwise agreed to in writing.
- (4) All transactions, if any, with respect to any deposits, withdrawals, rediscovers and borrowings by or on behalf of the Corporation with the Financial Institution prior to the adoption of this resolution are hereby ratified, approved and confirmed.
- (5) The Corporation agrees to the terms and conditions of any account agreement, properly opened by any Agent of the Corporation. The Corporation authorizes the Financial Institution, at any time, to charge the Corporation for all checks, drafts, or other orders, for the payment of money, that are drawn on the Financial Institution, so long as they contain the required number of signatures for this purpose.
- (6) The Corporation acknowledges and agrees that the Financial Institution may furnish at its discretion automated access devices to Agents of the Corporation to facilitate those powers authorized by this resolution or other resolutions in effect at the time of issuance. The term "automated access device" includes, but is not limited to, credit cards, automated teller machines (ATM), and debit cards.
- (7) The Corporation acknowledges and agrees that the Financial Institution may rely on alternative signature and verification codes issued to or obtained from the Agent named on this resolution. The term "alternative signature and verification codes" includes, but is not limited to, facsimile signatures on file with the Financial Institution, personal identification numbers (PIN), and digital signatures. If a facsimile signature specimen has been provided on this resolution, (or that are filed separately by the Corporation with the Financial Institution from time to time) the Financial Institution is authorized to treat the facsimile signature as the signature of the Agent(s) regardless of by whom or by what means the facsimile signature may have been affixed so long as it resembles the facsimile signature specimen on file. The Corporation authorizes each Agent to have custody of the Corporation's private key used to create a digital signature and to request issuance of a certificate listing the corresponding public key. The Financial Institution shall have no responsibility or liability for unauthorized use of alternative signature and verification codes unless otherwise agreed in writing.

Pennsylvania. The designation of an Agent does not create a power of attorney; therefore, Agents are not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code) unless the agency was created by a separate power of attorney. Any provision that assigns Financial Institution rights to act on behalf of any person or entity is not subject to the provisions of 20 Pa.C.S.A. Section 5601 et seq. (Chapter 56; Decedents, Estates and Fiduciaries Code).

EFFECT ON PREVIOUS RESOLUTIONS This resolution supersedes resolution dated previously. If not completed, all resolutions remain in effect.

CERTIFICATION OF AUTHORITY

I further certify that the Board of Directors of the Corporation has, and at the time of adoption of this resolution had, full power and lawful authority to adopt the resolutions on page 2 and to confer the powers granted above to the persons named who have full power and lawful authority to exercise the same. (Apply seal below where appropriate.)

☐ If checked, the Corporation is a non-profit corporation.

In Witness Whereof, I have subscribed my name to this document and affixed the seal of the Corporation on _____ (date).

Attest by One Other Officer _____

Secretary _____

FOR FINANCIAL INSTITUTION USE ONLY

Acknowledged and received on _____ (date) by _____ (initials) ☐ This resolution is superseded by resolution dated _____

Comments:

Rushford-Peterson School Board						
Committee Assignments 2021						
Board Members:	Chris Grindland - December 2024					
	Matt Helgemoe - December 2024					
	Joyce Iverson - December 2022					
	Jeff Michel - December 2022					
	Ken Sawle - December 2024					
	Kathy Wade - December 2022					
	Amy Woxland - December 2024					
<u>Committee</u>	<u># of Board Members</u>	<u>Meeting Information</u>				
Community Education Advisory	2	Quarterly - 5:00 PM - Conference Room				
Facilities	3	As Needed				
Budget & Finance	2	As Needed				
HVED	1	Monthly - 4th Wed @ 7:30 PM - Winona				
Insurance	2	As Needed				
Legislative	3	As Needed				
Meet & Confer	2	Quarterly - 3:30 PM - Conference Room				
MSHSL	1	Regional / State Meetings				
Negotiations	3	Yearly - Weekly during negotiation process				
Q Comp	1	As Needed				

R-P Foundation	3	TBD				
School Policies	2	As Needed				
Staff Development	1	Monthly - 3:30 PM - Conference Room				
Technology	1	Quarterly - 7:35 AM - Conference Room				
Transportation	3	As Needed				
Wellness	1	Monthly - 7:35 AM - Conference Room				
Safety Committee	2	Monthly / Every other month - 7:35 AM - Conference Room				
World's Best Workforce	1	Varies				



Rushford-Peterson School Board Committee Assignments 2020

Chairperson: John Linder
December 2020

Board Directors: Chris Grindland
December 2020

Vice-Chair: Joyce Iverson
December 2022

Jeff Michel
December 2022

Treasurer: Valarie Howe
December 2020

Kathy Wade
December 2022

Clerk: Bonnie Prinsen
December 2020

Student Member: Jasmine Schueler
September 2019 – May 2020

Community Education Advisory ---- Joyce Iverson & Kathy Wade

Facilities ----- Joyce Iverson, Jeff Michel & Bonnie Prinsen

Budget & Finance – Chris Grindland, Valarie Howe & Toni Oian

HVED -----Valarie Howe

Insurance -----Chris Grindland, John Linder & Jeff Michel

Legislative ----- John Linder, Bonnie Prinsen & Kathy Wade

Meet & Confer --- John Linder & Bonnie Prinsen

MSHSL -----Bonnie Prinsen

Negotiations -----Chris Grindland & John Linder

Q Comp ----- Kathy Wade

R-P Foundation ---- Joyce Iverson, John Linder & Kathy Wade

Safety Committee ---- Jeff Michel & Kathy Wade

School Policies -- Joyce Iverson & Bonnie Prinsen

Staff Development ---- Valarie Howe

Technology -----Valarie Howe

Transportation -- Chris Grindland, John Linder & Jeff Michel

Wellness ----- Joyce Iverson

World's Best Workforce – Kathy Wade