

**BEMIDJI AREA SCHOOLS
BEMIDJI, MINNESOTA**

DATE: JANUARY 25, 2021

TO: BOARD OF EDUCATION

FROM: TIM LUTZ, SUPERINTENDENT OF SCHOOLS

SUBJECT: ORGANIZATION OF THE BOARD

COMMENTS:

A. Elections

1. **Chairperson** (Ann Long Voelkner Presiding)

_____ was nominated by _____, seconded by _____, and upon vote being taken, _____ was duly elected to that office.

2. **Vice Chairperson** – Chairperson _____ Presiding

_____ was nominated by _____, seconded by _____, and upon vote being taken, _____ was duly elected to that office.

3. **Clerk**

_____ was nominated by _____, seconded by _____, and upon vote being taken, _____ was duly elected to that office.

4. **Treasurer**

_____ was nominated by _____, seconded by _____, and upon vote being taken, _____ was duly elected to that office.

The motion was offered by _____, seconded by _____, and carried () to authorize Chris Leinen, Director of Business Services, to perform the duties of Treasurer of the School Board.

B. Other Organizational Considerations

1. **School Board Member Compensation**

The motion was offered by _____, seconded by _____, and carried () to set the compensation received by School Board Members for the 2021 calendar year at _____ per month.

2. School Board Chairperson Compensation

The motion was offered by _____, seconded by _____, and carried () to set the compensation received by the School Board Chairperson for the 2021 calendar year at _____ per year.

3. Table Negotiator Compensation

The motion was offered by _____, seconded by _____, and carried () to set the compensation received by the School Board Table Negotiators for the 2021 calendar year at _____ per year.

4. Regular Monthly Meetings – Date and Time

The motion was offered by _____, seconded by _____, and carried () that the regular meeting of the Board of Education be held on the _____ of the _____, at _____ p.m., in the District Office Board Room. Special Meetings shall be held as needed.

5. Enabling Act

The motion was offered by _____, seconded by _____, and carried () establishing the Enabling Act for the guidance of the Superintendent as follows:

- a. to maintain a Petty Cash Fund of \$100 for various small expenditures, which are required from time-to-time and which by the nature, would make it inconvenient to go through regular channels of the Board. The Director of Business Services is appointed as custodian of this fund;
- b. to certify payment of membership in state and national organizations whose functions support the educational program;
- c. to certify reimbursement for expenses of School Board Members, the Superintendent, and other school personnel to such state and national meetings as it may seem advisable to attend;
- d. call the officers of the Board as a special committee on ways and means between regular Board Meetings on the Superintendent's own initiative or at the request of a Member of the Board;
- e. to employ/discharge nonlicensed personnel, to certify wages and salaries from payment in accordance with schedules adopted by the Board, and to administer

the provisions of the negotiated agreements;

- f. to accept employee resignations when deemed to be in the best interest of District No. 31;
- g. to certify to the officers for their facsimile signatures such items as:
 - (1) payment of items covered by contract with the Board of Education,
 - (2) payment of emergency bills in which it appears that financial loss or hardship will follow if there is a delay in payment,
 - (3) payment of bills carrying penalties or discount,
 - (4) payment of regular or reoccurring bills;
- h. to lease, purchase and contract for goods and services within the budget as approved by the Board, provided that any transaction in an amount of which bids are required must first be specifically authorized by the Board and fulfill all other applicable requirements of Minnesota Statute. Under the provisions of M.S. 123B.52, Subd. 1, the Director of Business Services is also authorized to perform these actions;
- i. to make short-term investments of surplus current funds in legally approved securities. The Director of Business Services is also authorized to perform these actions;
- j. to transfer monies on a continuing basis from a fund receiving a service or supply to another fund granting the services or supply. This authorization shall include only those transfers that are for supplies or services;
- k. to conduct day-to-day operations of the district, not specifically covered above, in accordance with the terms of the Superintendent's contract, Board Policy, and appropriate state and federal statutes;
- l. pursuant to M.S. 123B.02, Subd. 18, the School Board authorizes the Director of Business Services to make payment of claims prior to Board approval and requires that payments made prior to the Board approval be acted upon at the next Board meeting;
- m. delegate the Director of Business Services the authority to make electronic transfers and approve electronic transfers made by other initiators;
- n. to sign grants on behalf of the school district when deemed to be in the best interest of District No. 31;
- o. to delegate the Director of Business Services the authority to refinance existing bonds when deemed to be in the best interest of District No. 31;

- p. to authorize the Director of Business Services to enter into emergency management agreements with organizations in the county, including the American Red Cross, in emergency situations;
- q. to authorize the Superintendent to accept donations with a value of up to \$500 on behalf of the Board.

6. **Depository Resolution**

___ offered the following resolution and moved its adoption:

DEPOSITORY RESOLUTION

BE IT RESOLVED, that we, the Board of Directors of Independent School District No. 31, Bemidji, Beltrami/Hubbard Counties, Minnesota, at a meeting held on January 25, 2021, do hereby designate as depositories of district funds those national, insured state banks or thrift institutions as defined in 51A.54, Subdivision 23, and the MSDLAF family of accounts for a period beginning the 31st of January 2021, and ending on the 30th of January 2022.

BE IT FURTHER RESOLVED, that in accordance with M.S. 123B.14. Subdivision 3, the Treasurer is authorized to exercise the powers of this governing body in designating the depositories of such funds. This authorization is subject to the right to said Board of Directors to modify, vacate, or revoke at any time.

The motion for the adoption of the foregoing resolution was duly seconded by ____, and upon vote thereon a tabulation of votes is as follows:

AYES:

NOES:

ABSENT:

WHEREUPON, said resolution was declared passed and adopted.