

## 204 OPERATION OF THE SCHOOL BOARD

Revised: May 21, 2025

Revised: January 13, 2009

Revised: December 8, 2010

## 204 OPERATION OF THE SCHOOL BOARD

### A. Board By-Laws (to be reviewed at July meeting each year)

#### 1. Members shall be reimbursed:

Regular or special meeting = \$50.00 per meeting

Continuation Meeting of a regular or special meeting = \$50.00 per meeting  
(Board officers, including Clerk, will not qualify for any additional compensation for continuation mtg)

Negotiation meeting (each meeting up to eight hours) = \$100.00 & \$10.00/hour after eight hours.

Clerk = additional \$45.00 per meeting

Chairperson = additional \$70.00 per month

Vice Chairperson acting as chair = for 1/2 meeting & over an additional \$45.00 per meeting; for less than 1/2 meeting an additional \$22.50 per meeting

Treasurer = additional \$70.00 per month

Pro tempore Chair = for 1/2 meeting & over an additional \$45.00 per meeting; for less than 1/2 meeting an additional \$22.50 per meeting

Required school business or meeting = \$50 for 1/2 day (4 hrs)  
over 1/2 day = \$100.00 (maximum)

### Additional \$50.00 per meeting for traveling board members

a. A meeting shall be considered a required meeting if any one of the three following requirements are met:

- i. The meeting directly related to a committee assignment that was designated to the board member at an organizational meeting;
- ii. The meeting has the approval of the entire board during an official school board meeting;
- iii. The meeting has the approval of the chairperson and clerk of the school board.

2. Effective ~~January 11, 2010~~ **January 1, 2025**, members shall be reimbursed mileage at the rate of ~~\$0.445~~ **\$ .70** per mile when a school vehicle is not available. ~~and the reimbursement voucher is signed by the head mechanic.~~ If a school vehicle is available and the member chooses to use his/her own vehicle, the mileage reimbursement will be ~~\$0.20~~ **\$ .25** per mile and for actual expenses while on school business trips and attending meetings or conventions.

3. Rules of order for school board meetings shall be as follows:

a. Minnesota statutes where specified;

b. Specific rules of order as provided by the school board consistent with Minnesota statutes; and

c. The board shall observe Robert's Rules of Order, Revised (latest edition). ~~except that the chairperson may comment, vote, and move with regard to all matters before the board or as otherwise provided by law.~~

4. The board shall meet on the ~~second~~ **third** Wednesday of each calendar month with the meetings ~~held over ITV beginning at 7:00 p.m. and the other meetings beginning at 8:00 p.m.~~ **6:00 p.m.** Whenever the regular meeting falls on a legal holiday ~~or the meeting is cancelled due to an emergency,~~ the meeting shall be held on the next business day. All meetings are to be held in the schools, ~~alternating between Indus and Northome~~ **Northome School** ~~or held on ITV. or an alternative location designated by the school board.~~

5. The length of a regular meeting shall be approximately three hours. Items on the agenda requiring extended deliberation shall be taken up at a special meeting or the following regular board business meeting.

6. 51% or more members present shall constitute a quorum.

7. School board meetings are open to the public. It is the policy of the school board to announce in advance whenever possible through the newspapers and such other means as may appear appropriate the date, time, and location of meetings. All citizens shall be especially encouraged to attend all budget meetings of the board. School personnel are also invited to attend board meetings.

8. Notice of all regular meetings of the board with the agenda shall be ~~mailed~~ **emailed** to each member at least three days prior to each meeting. The agenda and supporting materials, including a list of bills to be acted upon, shall be distributed to members also at least three days prior to the meeting at which they are to be considered. All correspondence shall be made available to members of the board.

9. Any business item that requires board approval shall be in the possession of the board for their consideration at least 72 hours in advance of the meeting. Any variance from this policy shall require a board motion to override this rule and then the business item can be considered.

10. ~~The First National Bank Deerwood~~ **Bank** (Northome Branch), ~~First National Bank of Bemidji, Border State Bank of International Falls, Wells Fargo, Wells Fargo Investments, MSDLAF (Liquid Asset Fund), US Bank, First National Bank of Walker and Bank Forward of Walker~~ **is** designated as ~~the~~ **the** official depositories depository of District #363 funds.

11. ~~The Northome Area News, Northome, Minnesota~~ **Rainy Lake Gazette** shall be the official newspaper of the district effective ~~January 11, 2010~~ January 1, 2025.

12. A blanket surety bond shall be executed for the members of the board in the amount of \$1,000,000.

13. Board minutes shall be prepared in a timely manner by the clerk, with the assistance of the office secretary and copies shall be ~~mailed to each school board member, placed in the faculty room, and distributed to the principal following each meeting~~ **filed in a school board meeting minute folder and made available to the school board at each regular meeting and upon request.**

14. The minutes of the preceding meeting(s) shall be approved by the school board as the first act of official business of the next regular meeting.

15. A copy of all motions shall be carefully recorded. The names of those who make motions, those who second motions, and those who vote "yes" and "no", whenever the vote is not unanimous, shall be recorded.

16. Publication of the minutes shall be made in the official legal newspaper according to law **and on the district's website.** The official minutes shall be kept in the office of the ~~superintendent~~ **business manager.**

17. Health insurance shall be available to all board members with full cost to be borne by board members.

18. ~~Petty cash funds for Indus School shall be maintained at \$2,500.00 per month.~~ Northome School petty cash funds shall be maintained at \$2,500.00 per month.

**19. The law firm of Knutson, Flynn & Deans will represent the district.**

## B. Committees

1. 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.

2. 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.

3. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.

4. 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.

5. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.

6. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.

7. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

8. 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.

9. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

10. 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.