

**MINUTES OF THE SPECIAL MEETING
OF THE BOARD OF EDUCATION
BEMIDJI AREA SCHOOLS
JANUARY 22, 2024**

The special meeting of the Board of Education, Bemidji Area Schools, Bemidji, Beltrami/Hubbard Counties, Minnesota, was held on Monday, January 22, 2024, at 5:15 p.m., in the District Office Board Room.

MEMBERS PRESENT: Ann Long Voelkner, Jenny Frenzel, Justin Hoover, Julie Laitala, Anna Manecke, Dave Wall and Superintendent Jeremy Olson

MEMBERS ABSENT: Carter Fish and Calla Gieser – Student Representatives

CALL TO ORDER: (5:15 p.m.)

Approval of Agenda

The motion was offered by Anna Manecke, seconded by, Jenny Frenzel, and carried by all in attendance to approve the agenda.

Organization of the Board

A. Elections

1. **Chairperson** Ann Long Voelkner Presiding

Julie Laitala was nominated by Jenny Frenzel, and Dave Wall was nominated by Anna Manecke.

Votes: Julie Laitala: Julie Laitala, Jenny Frenzel, and Ann Long Voelkner

Dave Wall: Justin Hoover, Dave Wall, Anna Manecke

Julie Laitala was nominated by Jenny Frenzel, and Dave Wall was nominated by Anna Manecke.

Votes: Julie Laitala: Julie Laitala, Jenny Frenzel, and Ann Long Voelkner

Dave Wall: Justin Hoover, Dave Wall, Anna Manecke

Julie Laitala was nominated by Jenny Frenzel, and Dave Wall was nominated by Justin Hoover

Votes: Julie Laitala: Julie Laitala, Jenny Frenzel, and Ann Long Voelkner

Dave Wall: Justin Hoover, Dave Wall, Anna Manecke

No Board Chair was elected.

2. **Vice Chairperson** – Ann Long Presiding

Jenny Frenzel was nominated by Julie Laitala, and upon vote being taken Jenny Frenzel was duly elected as Vice Chairperson.

Yes votes are as follows: Julie Laitala, Jenny Frenzel, Ann Long Voelkner, Justin Hoover, Dave Wall, and Anna Manecke

3. **Clerk**

Anna Manecke was nominated by Jenny Frenzel, and upon vote being taken, Anna Manecke was duly elected to clerk.

Yes votes are as follows: Julie Laitala, Jenny Frenzel, Ann Long Voelkner, Justin Hoover, Dave Wall, and Anna Manecke

4. **Treasurer**

Ann Long Voelkner was nominated by Anna Manecke and upon vote being taken, Ann Long Voelkner I was duly elected to clerk.
Yes votes are as follows: Julie Laitala, Jenny Frenzel, Ann Long Voelkner, Justin Hoover, Dave Wall, and Anna Manecke

The motion was offered by Dave Wall, seconded by Anna Manecke, and carried by all in attendance to authorize Ashley Eastridge, Director of Business Services, to perform the duties of Treasurer of the School Board.

B. Other Organizational Considerations

1. Appoint Committee Assignments

The motion was offered by Jenny Frenzel, seconded by Anna Manecke, and carried by all in attendance to accept the committee assignment list as presented with the addition of adding Jenny Frenzel to the Wellness Committee.

2. Regular Monthly Meetings – Date and Time

The motion was offered by Anna Manecke, seconded by Jenny Frenzel, and carried by all in attendance that the regular meetings of the Board of Education be held on the third Monday of the month, at 6:30 p.m., in the District Office Board Room. Special Meetings shall be held as needed.

5:49 - Dave Wall and Jenny Frenzel left the meeting for listening session

3. School Board Member Compensation

The motion was offered by Anna Manecke, seconded by Julie Laitala, and carried by all in attendance to set the compensation received by School Board Members for the 2024 calendar year at \$525 per month.

4. School Board Chairperson Compensation

The motion was offered by Justin Hoover, seconded by Julie Laitala, and carried by all in attendance to set the compensation received by the School Board Chairperson for the 2024 calendar year at \$675 per year.

5. Table Negotiator Compensation

The motion was offered by Anna Manecke, seconded by Justin Hoover, and carried by all in attendance to set the compensation received by the School Board Table Negotiators for the 2024 calendar year at \$525 per year.

6. Enabling Act

The motion was offered by Julie Laitala, seconded by Anna Manecke, and carried by all in attendance 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.

7. Legal Advertising Quotations

The motion was offered by Justin Hoover, seconded by, Julie Laitala, and carried by all in attendance awarding the quotation for legal advertisements for 2024 to The Bemidji Pioneer in the amount of \$9.00 S.A.U. for the first insertion and \$8.15 S.A.U. for subsequent insertions.

8. Name Board’s Legal Counsel and Authorized Contacts

The motion was offered by Anna Manecke, seconded by Justin Hoover, and carried by all in attendance to accept Rupp, Squires, Waldspurger and Mace, P.A. as the Board’s legal counsel and Superintendent Olson and Superintendent Olson’s designee as authorized Contacts.

9. Depository Resolution

Julie Laitala 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 and Hubbard Counties, Minnesota, at a meeting held on January 22, 2024, 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, and the PMA Financial Network, Inc. family of accounts, for a period beginning the 31st of January 2024, and ending on the 30th of January 2025.

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 Julie Laitala, and upon vote thereon a tabulation of votes is as follows:

- AYES: Anna Manecke, Julie Laitala, Justin Hoover, Ann Long Voelkner
- NOES: None
- ABSENT: Dave Wall and Jenny Frenzel

WHEREUPON, said resolution was declared passed and adopted.

Adjournment

The motion was offered by Justin Hoover, seconded by Julie Laitala, and carried by all in attendance to adjourn. Time: 6:01 pm

Anna Manecke, Clerk

Date Approved

, Chair

Date Approved