

School Board Organizational Meeting

Monday, January 6, 2025 7:00 PM

Conference Room 1148 MS/HS, 1401 7th St SW, Pipestone, MN 56164

1. **Call Meeting or Order**

2. **Pledge of Allegiance**

3. **Approve Agenda**

4. **School Board Organization for 2025**

4.1. Election of Officers for 2025

4.2. Establish Regular Monthly Meetings

4.3. Approve Treasurer to Pay Bills

4.4. Authorize Superintendent and Business Office to Perform Duties of the Treasurer

4.5. Resolution Authorizing the Use of Facsimile Signature of Payroll and Voucher Checks

4.6. Authorize Superintendent's Administrative Assistant (District Clerk) to Sign Documents in Absence of the Board Clerk

4.7. Resolution Directing Superintendent to Make Recommendations for Adjustments in Curriculum, Programs, and Staff for the Following School Year

4.8. Approve Ratwik, Roszak & Maloney and Pemberton Law as the Legal Firms for the School District

4.8.1. Authorize Superintendent, Board Chair, or Designee by Superintendent or Board Chair to Contact Legal Counsel

4.9. Establish Official Depositories

4.10. Establish Official Newspaper

4.11. Set School Board Salaries and Mileage

4.12. Authorize Superintendent to Contract for Goods and Services

4.13. Policy 213, School Board Committees

4.13.1. Standing Committee Assignments

4.13.2. Other Committee Assignments - Activities Advisory (1), Community Education (1), World's Best Workforce (1), and Legislative Liaison (1)

5. **Adjourn**

209 CODE OF ETHICS

I. PURPOSE

The purpose of this policy is to assist the individual school board member in understanding his or her role as part of a school board and in recognizing the contribution that each member must make to develop an effective and responsible school board.

II. GENERAL STATEMENT OF POLICY

Each school board member shall follow the code of ethics stated in this policy.

A. AS A MEMBER OF THE SCHOOL BOARD, I WILL:

1. Attend school board meetings.
2. Come to the meetings prepared for discussion of the agenda items.
3. Listen to the opinions and views of others (including, but not limited to, other school board members, administration, staff, students, and community members).
4. Vote my conscience after informed discussion, unless I abstain because a conflict of interest exists.
5. Support the decision of the school board, even if my position concerning the issue was different.
6. Recognize the integrity of my predecessors and associates and appreciate their work.
7. Be primarily motivated by a desire to provide the best possible education for the students of my school district.
8. Inform myself about the proper duties and functions of a school board member.

B. IN PERFORMING THE PROPER FUNCTIONS OF A SCHOOL BOARD MEMBER, I WILL:

1. Focus on education policy as much as possible.
2. Remember my responsibility is to set policy – not to implement policy.
3. Consider myself a trustee of public education and do my best to protect, conserve, and advance its progress.
4. Recognize that my responsibility, exercised through the actions of the school board as a whole, is to see that the schools are properly run – not to run them myself.
5. Work through the superintendent – not over or around the superintendent.
6. Delegate the implementation of school board decisions to the superintendent.

C. TO MAINTAIN RELATIONS WITH OTHER MEMBERS OF THE SCHOOL BOARD, I WILL:

1. Respect the rights of others to have and express opinions.
2. Recognize that authority rests with the school board in legal session – not with the individual members of the school board except as authorized by law.
3. Make no disparaging remarks, in or out of school board meetings, about other members of the school board or their opinions.
4. Keep an open mind about how I will vote on any proposition until the board has met and fully discussed the issue.
5. Make decisions by voting in school board meetings after all sides of debatable questions have been presented.
6. Insist that committees be appointed to serve only in an advisory capacity to the school board.

D. IN MEETING MY RESPONSIBILITIES TO MY COMMUNITY, I WILL:

1. Attempt to appraise and plan for both the present and future educational needs of the school district and community.
2. Attempt to obtain adequate financial support for the school district's programs.
3. Insist that business transactions of the school district be ethical and open.
4. Strive to uphold my responsibilities and accountability to the taxpayers in

my school district.

E. IN WORKING WITH THE SUPERINTENDENT OF SCHOOLS AND STAFF, I WILL:

1. Hold the superintendent responsible for the administration of the school district.
2. Give the superintendent authority commensurate with his or her responsibilities.
3. Assure that the school district will be administered by the best professional personnel available.
4. Consider the recommendation of the superintendent in hiring all employees.
5. Participate in school board action after considering the recommendation of the superintendent and only after the superintendent has furnished adequate information supporting the recommendation.
6. Insist the superintendent keep the school board adequately informed at all times.
7. Offer the superintendent counsel and advice.
8. Recognize the status of the superintendent as the chief executive officer and a non-voting, ex officio member of the school board.
9. Refer all complaints to the proper administrative officer or insist that they be presented in writing to the whole school board for proper referral according to the chain of command.
10. Present any personal criticisms of employees to the superintendent.
11. Provide support for the superintendent and employees of the school district so they may perform their proper functions on a professional level.

F. IN FULFILLING MY LEGAL OBLIGATIONS AS A SCHOOL BOARD MEMBER, I WILL:

1. Comply with all federal, state, and local laws relating to my work as a school board member.
2. Comply with all school district policies as adopted by the school board.
3. Abide by all rules and regulations as promulgated by the Minnesota Department of Education and other state and federal agencies with jurisdiction over school districts.

4. Recognize that school district business may be legally transacted only in an open meeting of the school board.
5. Avoid conflicts of interest and refrain from using my school board position for personal gain.
6. Take no private action that will compromise the school board or administration.
7. Guard the confidentiality of information that is protected under applicable law.

Legal References: Minn. Stat. § 123B.02, Subd. 1 (General Powers of Independent School Districts)
Minn. Stat. § 123B.09 (Boards of Independent School Districts)
Minn. Stat. § 123B.143, Subd. 1 (Superintendent)

SCHOOL BOARD ORGANIZATION MEETING 2024		4.12.1 Standing Committee Assignments
4.1 Election of Officers for 2024		
Chairman: Brad Carson		Finance/Budget
Vice Chair: Lance Oye		1. Lance Oye, Chair
Clerk: Katie Wiese		2. Brad Carson
Treasurer: Chrissy DeBates		3. Chrissy DeBates
4.2 Establish Monthly Meetings:		Negotiations/Personnel (2 of 2)
4th Mon. of each month except May and Dec (3rd Mon)		1. Brad Carson, Chair
Conference Room 1148, 7:00 P.M.		2. Mark Hiniker
	<u>KW/CD motion. Carried</u>	3. Daphne Likness
4.3 Authorize Treasurer to Pay Bills:		
	<u>KW/TF motion. Carried</u>	Facilities/Building & Grounds
4.4 Authorize Superintendent and Business Office to Perform Duties of Treasurer:		1. Lance Oye, Chair
	<u>CD/DL motion. Carried</u>	2. Katie Wiese
		3. Mark Hiniker
4.5 Authorize Superintendent's Admin Assistant to Sign Documents in Absence of Board Clerk:		Policy
	<u>CD/KW motion. Carried</u>	1. Katie Wiese, Chair
4.6 Resolution Directing Superintendent to Make Recommendations for Adjustments in Curriculum, Programs, and Staff for the Following Year:		2. Tyler Fruechte
	<u>MH/CD motion. Carried</u>	3. Chrissy DeBates
4.7 Approve Ratwik, Roszak & Maloney and Pemberton Law as Legal Firms for the School District:		Calendar
	<u>MH/KW motion. Carried</u>	1. Chrissy DeBates, Chair
4.7.1 Authorize Superintendent and Board Chair, or Designee by Superintendent or Board Chair to Contact Legal Counsel:		2. Daphne Likness
	<u>CD/TF motion. Carried</u>	
4.8 Establish Official Depositories:		4.12.2 Other Committee Assignments
First Bank & Trust		Activities Advisory
First Farmers & Merchants National Bank		1. Brad Carson
Minnesota Liquid Asset Fund		
MN TRUST		Community Education
First State Bank Southwest		1. Mark Hiniker
People's State Bank of Jasper		
	<u>KW/DL motion. Carried</u>	World's Best Workforce
4.9 Establish Official Newspaper:		1. Katie Wiese
<i>Pipestone County Star</i> - Agenda & Summary of Minutes		
<i>Free Star</i> - Agenda		Legislative Liaison
Website - Agenda and Full Minutes		1. Brad Carson, Chair
	<u>MH/KW motion. Carried</u>	
4.10 Set School Board Salaries:		
Per Board Meeting: \$60.00		
Committee Meeting: \$50.00		
Out-Of-Town: \$100.00		
Chair: \$400.00		
Mileage: 67 cents per mile (Federal Rate)		
Meals: Cost		
	<u>MH/DL motion. Carried</u>	Approved & Dated by the Board 1-22-24
4.11 Authorize Superintendent to Contract for Goods & Services:		
	<u>KW/MH motion. Carried</u>	

SCHOOL BOARD ORGANIZATION MEETING 2025	4.12.1 Standing Committee Assignments
4.1 Election of Officers for 2025	
Chairman:	<u>Finance/Budget</u>
Vice Chair:	1.
Clerk:	2.
Treasurer:	3.
4.2 Establish Monthly Meetings:	<u>Negotiations/Personnel (1 of 2)</u>
4th Mon. of each month except May and Dec (3rd Mon)	1.
Conference Room 1148, 7:00 P.M.	2.
	3.
4.3 Authorize Treasurer to Pay Bills:	
	<u>Facilities/Building & Grounds</u>
4.4 Authorize Superintendent and Business Office to Perform Duties of Treasurer:	1.
	2.
	3.
4.5 Authorize Superintendent's Admin Assistant to Sign Documents in Absence of Board Clerk:	<u>Policy</u>
	1.
4.6 Resolution Directing Superintendent to Make Recommendations for Adjustments in Curriculum, Programs, and Staff for the Following Year:	2.
	3.
4.7 Approve Ratwik, Roszak & Maloney and Pemberton Law as Legal Firms for the School District:	<u>Calendar</u>
	1.
	2.
4.7.1 Authorize Superintendent and Board Chair, or Designee by Superintendent or Board Chair to Contact Legal Counsel:	
	4.12.2 Other Committee Assignments
4.8 Establish Official Depositories:	
First Bank & Trust	<u>Activities Advisory</u>
First Farmers & Merchants National Bank	1.
Minnesota Liquid Asset Fund	
MN TRUST	<u>Community Education</u>
First State Bank Southwest	1.
People's State Bank of Jasper	
	<u>World's Best Workforce</u>
4.9 Establish Official Newspaper:	1.
<i>Pipestone County Star</i> - Agenda & Summary of Minutes	
<i>Free Star</i> - Agenda	<u>Legislative Liaison</u>
Website - Agenda and Full Minutes	1.
4.10 Set School Board Salaries:	
Per Board Meeting: \$60.00	
Committee Meeting: \$50.00	
Out-Of-Town: \$100.00	
Chair: \$400.00	
Mileage: .70 per mile (Federal Rate)	
Meals: Cost	
	Approved & Dated by the Board 1-6-2025
4.11 Authorize Superintendent to Contract for Goods & Services:	

REGULAR BOARD MEETING DATES 2025

January January 27, 2025

February February 24, 2025

March March 24, 2025

April April 28, 2025

May May 19, 2025

June June 23, 2025

July July 28, 2025

August August 25, 2025

September September 22, 2025

October October 27, 2025

November November 27, 2025

December **December 15 or 22, 2025**

January January 8, 2026 (School Board Organizational Meeting)

January January 22, 2026

Meetings will be held at the MS/HS in Conference Room 1148 at **7:00 PM.**



**PIPESTONE AREA SCHOOLS
INDEPENDENT SCHOOL DISTRICT 2689
BOARD OF EDUCATION**

Resolution Authorizing the Use of Facsimile Signature on Payroll and Voucher Checks

2024 Minnesota Statutes

47.41 NEGOTIABLE INSTRUMENTS, FACSIMILE SIGNATURES, DISBURSEMENT OF PUBLIC FUNDS.

Any public officer or other person who is authorized singly or in conjunction with another or others, to sign checks, drafts, warrants, warrant-checks, vouchers or other orders on public funds on deposit in a depository bank may authorize the bank to honor any such instrument bearing a facsimile of that person's signature and to charge the same to the account upon which drawn, as fully as though it bore a manually written signature. Instruments so honored shall be wholly operative and binding in favor of the bank although such facsimile signature shall have been affixed without authority of such officer or other person. Any one or more or all of the signatures upon any such instrument may be facsimile as herein provided. As here used "public funds" means funds of the state or of any county, city, town, school district, any political subdivision of the state, or of any commission, board, department or agency of any thereof.

47.42 FACSIMILE SIGNATURES, OFFICER NOT LIABLE.

If the governing body of the depositor political subdivision, or of any commission, board, department or agency thereof, by resolution approves the action of the public officer or other person in the use of such facsimile, and shall have insured the depositor with an insurance company authorized to do business in this state, in such amount and form as the governing body approves, against loss of any public funds withdrawn upon unauthorized use of such facsimile signature, such public officer or other person shall not be personally liable for loss, if any, resulting from the use of any such facsimile signature unless the loss occurs by reason of that person's own wrongful act.



PIPESTONE AREA SCHOOLS District No. 2689

Dr. Klint W. Willert, Superintendent
Sonja Ortman, MS/HS Principal
Jennifer Moravetz, Elementary Principal
Len Burzynski, Maintenance Director
Lisa Pease, Coordinator of Curriculum, Teaching & Learning, and Continuous Improvement

Jacque Kennedy, Business Manager
Rick Zollner, Activities Director
Josh Stukel, Technology Director
Kim Tuin, Food Service Director

Pipestone Area Schools, District 2689, School Board Members authorize the Administrative Assistant to the Superintendent to take the official meeting minutes and to sign documents for the School Board Clerk if clerk is unattainable and immediate action or signature is required.

_____ Chairman

_____ Clerk

Approved and dated by the board: _____

This document will be approved every January at the Organizational Meeting.

"Inspire life-long learners. Build Character. Prepare them for their future."

RESOLUTION DIRECTING SUPERINTENDENT TO MAKE RECOMMENDATIONS FOR ADJUSTMENTS
IN CURRICULUM, PROGRAMS AND STAFF FOR THE FOLLOWING SCHOOL YEAR (2025)

BE IT RESOLVED, by the School Board of Independent School District No. 2689, State of
Minnesota as follows:

HEREBY, we direct the Superintendent of Pipestone Area Schools to make
recommendations for adjustments in curriculum, programs and staff for the following school
year.

The motion for the adoption of the foregoing resolution was duly motioned by _____ and
seconded by _____.

In favor;

against;

whereupon said resolution was declared

Adopted: 6/27/96
Revised: 12/19/2016
Revised: 1/29/2018
Revised: 1/28/2019
Revised: 2-22-2021, 1-23-2023

PAS Policy 213
Orig. 1996
Rev. 2007

213 SCHOOL BOARD COMMITTEES

I. PURPOSE

The purpose of this policy is to provide for the structure and the operation of committees or subcommittees of the school board.

II. GENERAL STATEMENT OF POLICY

- A. 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.
- B. The school board has determined that certain permanent standing committees, as described in this policy, do facilitate the operation of the school board and the school district.
- C. 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.
- D. A committee or subcommittee is advisory in nature and has only such authority as specified by the school board.
- E. 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.
- F. The school board also may establish such ad hoc committees for specific purposes as it deems appropriate.
- G. The school board reserves the right to limit, create or abolish any standing or ad hoc committee as it deems appropriate.
- H. A committee of the school board shall not appoint a subcommittee of that committee without approval of the school board.

III. APPOINTMENT OF COMMITTEES

- A. The school board hereby appoints the following standing committees:
 - 1. Finance/Budget
 - 2. Policy
 - 3. Facilities/Building and Grounds.
 - 4. Negotiations Committee(s) for various employee groups, individuals, and contracted services.
 - 5. Calendar
- B. 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.
- C. The school board chair shall appoint the members of each standing or ad hoc committee and designate the chair thereof.

IV. 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.

V. SCOPE OF SCHOOL BOARD COMMITTEES

The following information outlines the general responsibilities of each Board Committee and number of members to be assigned. Additional duties may be assigned by the Board Chair.

A. Finance/Budget – 3 members

1. Meet with the Superintendent of Schools and Business Manager to review and provide direction in establishing and monitoring the School District budget.
2. Discuss and Review:
 - a. Necessary budget adjustments;
 - b. The establishment of the annual levy;
 - c. The audit report; and
 - d. Other financial topics as they arise.

B. Negotiations/Personnel – 3 members

1. Work with the Superintendent on the negotiations of all public employee bargaining units and all individual or group contracts that are not organized bargaining units under the supervision of the School Board.
2. This committee will serve **two-year terms**. They will be appointed in January of the odd-numbered years and serve through December of the next even-numbered year or through the completion of the current negotiation period. In the event a vacancy occurs due to an election, the board chair will fill the position through appointment.
3. Review proposals from the Superintendent and Administrative Team related to the staffing of the School District.
4. Discuss and review:
 - a. Contract interpretation issues;
 - b. Operating procedures which impact personnel;
 - c. Job descriptions of personnel of the School District;
 - d. Hiring and evaluation process; and
 - e. Other personnel topics as they arise.

C. Facilities/Buildings and Grounds – 3 members plus staff and community as requested

1. Discuss and review matters relative to the district's facilities and 10-Year Maintenance Plan.
2. This committee shall provide consultation regarding district long range facilities planning to the entire board.

D. Policy – 3 members

1. Work with the Superintendent in reviewing all School Board policies at least once every four years.
2. The Superintendent shall develop a system for this review, addressing approximately one-fourth of the policies annually.
3. Work with the Superintendent of Schools in advising the School Board on the need for additional policies and revisions due to legislative changes.

E. Calendar Committee – 2 members

1. Work with the Superintendent in developing the school district calendar for the upcoming school year and the tentative calendar for the school year two years in the future.
2. Review possible revisions to the school calendar on an as needed basis.

F. Other Committee Assignments

1. Activities Advisory – 1 member
2. Legislative Liaison – 1 member
3. World's Best Workforce – 1 member

Legal References: Minn. Stat. Ch. 13D (Open Meeting Law)