

Organizational Meeting

Organizational Meeting

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3. Motions and Script
4. School Board Member List
5. School Board Committee Member List
6. The First Monday In January (September 2019)



New Richland-Hartland-Ellendale-Geneva Public Schools

Independent School District No. 2168

District Office
306 Ash Avenue South
New Richland, MN 56072
(507)465-3206
Fax (507)465-8633
Dale Carlson, Superintendent

Secondary School
306 Ash Avenue South
New Richland, MN 56072
(507)465-3205
Fax (507)465-8633
David Bunn, Principal

Elementary School
600 School Street
Ellendale, MN 56026
(507)684-3181
Fax (507)684-2108
Douglas Anderson, Principal

Empowering students with knowledge and skills to succeed.

Our Mission

Empowering students with knowledge and skills to succeed.

Our Vision

To be the school district of choice, inspiring excellence in academics, arts, and activities.

Superintendent's School Board Agenda Letter

Annual Organizational Meeting
Wednesday, January 8, 2020, 5:30 pm
Board Room

Dear Board Member,

As part of your electronic Board packet, you will find the Meeting Agenda detailing the items to be presented, discussed, and acted upon by the Board. The Agenda includes links to attachments that pertain to the specific Agenda item. Please contact Sue Kulseth should you have any questions or issues in accessing the attachments. Please find enclosed the following items:

1. Agenda - Organizational Meeting, Wednesday, January 8, 2020 at 5:30 p.m. in the District Board Room in the Secondary School
2. Copy of the School Board Committee Members for 2019

I have highlighted below some of the action items the Board will be considering at the meeting. Please call me if you have any questions.

Item 3 Ceremonial Oath of Office: Oath of Office for newly appointed Board member, JoAnn Maloney, will take place immediately following the Pledge of Allegiance. The Oath of Office will be administered by the Board Clerk, Karen Flatness.

Item 6 Election of Board Officers: Each year at the first meeting held in January, the Board of Education must elect its officers for the calendar year. Therefore, election will be held for these offices: Chairperson (Rick Schultz), Vice Chairperson (Dan Schmidt), Clerk (Karen Flatness), and Treasurer (Travis Routh). The names in parentheses are the 2019 officers. Nominations will be taken for each position and a voice vote will be called after the close of nominations. A few procedural notes to consider provided by the Minnesota School Board Association:

- Each position is voted individually.
- One or more individuals for a position are nominated and a vote taken.
- If only one board member is nominated, the vote is taken and if passed unanimously the minutes reflect an unanimous vote.
- If the vote is not unanimous, then the minutes will reflect the vote along with the names of those board members voting against the motion.

Item 7 Other Business: The Board will be asked to take action on the following.

Assign School Board Committees (Appointed): Each committee member must be reappointed or new appointees must fill the position. Enclosed is a copy of last year's committee members. The Board Chair will assign committee members.

Set the Depositories for 2020: Each year the board must set the depositories for the year. Last year the State Bank of New Richland and the Minnesota School District Liquid Asset Fund were set as the Depositories for the District for 2019. The recommendation is to continue with the same depositories.

Authorization of Investments/Electronic Funds Transfers 2020: Each year the board must authorize investments and electronic funds transfers. Last year the board authorized the Superintendent of Schools to make appropriate investments and electronic fund transfers of district funds. The recommendation is for the Superintendent to continue being authorized to make appropriate investments and electronic fund transfers of district funds.

Set the Official Newspaper for 2020: Each year the board must set the official newspaper for the year. Last year the board approved the Star Eagle as the official newspaper for 2019. The recommendation is to continue with the Star Eagle.

Set the Regular Board Meeting Dates and Times: Each year the board must set the date and time for the regular board meeting each month. Last year the board approved the third Monday of each month at 6:30 p.m. for the regular board meeting. The recommendation is to continue with the same date and time. There are two exceptions to the third Monday and they are: Tuesday, January 21, and Tuesday, February 18.

Set Board Member Compensation: Each year the board must set the compensation paid to board members. In 2018 the board approved an increase to board compensation from \$50 to \$75 for regular/special meetings and from \$100 to \$125 for a full-day meeting or workshop. Additional compensation was unchanged and left at \$200 for the Chair, \$150 for the Clerk, and \$100 for the Treasurer. There was no change in compensation for 2019.

If you have any questions concerning any agenda items, please give me a call.

Sincerely,
Dale N. Carlson
Superintendent

**NRHEG PUBLIC SCHOOL ISD #2168
BOARD OF EDUCATION SPECIAL MEETING
Annual Organizational Meeting
Wednesday, January 8, 2020, 5:30PM
Secondary Board Room New Richland**

Our Mission

Empowering students with knowledge and skills to succeed.

Our Vision

To be the school district of choice, inspiring excellence in academics, arts, and activities.

(Action items Bolded)

AGENDA

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Ceremonial Oath of Office**
4. **Roll Call**
5. **Approve Agenda**
6. **Election of Board Officers**
 - a. **Chair**
 - b. **Vice-Chair**
 - c. **Clerk**
 - d. **Treasurer**
7. **Other Business**
 - a. **Assign School Board Committees (Appointed)**
 - b. **Set the Depositories for 2020**
 - c. **Authorization of Investments/Electronic Funds Transfers 2020**
 - d. **Set the Official Newspaper for 2020**
 - e. **Set the Regular Board Meeting Date and Time**
 - f. **Set Board Member Compensation**
8. **Information and Communications**
 - a. **MN School Board Association Conference, January 16 & 17, 2020, Minneapolis Convention Center.**
 - b. **Next regular meeting scheduled for Tuesday, January 21, 2020 at the Elementary School Media Center at 6:30pm.**
9. **Adjournment**

**NRHEG PUBLIC SCHOOL ISD #2168
BOARD OF EDUCATION
ANNUAL ORGANIZATIONAL MEETING
Wednesday, January 8, 2020 at 5:30PM**

MOTIONS AND SCRIPT

1. Meeting called to order by Chairman, Rick Schultz, at _____PM
2. Pledge of Allegiance
3. Ceremonial Oath of Office:

SCHOOL BOARD MEMBER OATH OF OFFICE

Clerk recites:

It is an honor that you were APPOINTED to guide the education of our community's children. As you recite the oath of office, you assume a tremendous responsibility as a director of our school district with the duties empowered by the Minnesota Legislature. This power puts you and the other members of our school board in the position of being both morally and legally responsible for equitable, quality education of every student in the district.

In carrying out this responsibility, you will be asked to fulfill the roles of vision, structure, accountability, and advocacy. In providing vision, the board, with extensive participation of the community, envisions the community's educational future and then formulates the goals, defines the outcomes and sets the course for the public schools.

To achieve the vision, the board establishes a structure and creates an environment designed to ensure all students the opportunity to attain their maximum potential through a sound organizational framework.

Because as a board we must be accountable to the community, we must ensure a continuous assessment of student achievement and all conditions affecting the education of our children.

As board members, we serve as education's key advocate on behalf of students and our community schools to advance the vision for our schools.

Furthermore, we must strive to work together with the superintendent and staff to lead the district toward fulfilling the vision we have created, fostering excellence for every student in the areas of academic skills and knowledge, citizenship and personal development.

JoAnn Maloney recites:

Having signed the acceptance of office and oath of office, I hereby publicly affirm my commitment to the oath of office:

I swear/affirm that I will support the Constitution of the United States and of this state, and that I will discharge faithfully the duties of the office of school board member of Independent School District No. 2168 to the best of my judgment and ability.

Board Chair

Date

Member

Date

4. **Roll Call:** Karen Flatness, JoAnn Maloney, Rich Mueller, Travis Routh, Neil Schlaak, Dan Schmidt and Rick Schultz. Also in attendance: Superintendent Dale Carlson.

5. **Approve Agenda:** Moved by _____, seconded by _____ to approve the agenda. Motion carried _____.

6. **Election of Board Officers**

Board Chair recites:

Each year at the first meeting held in January the Board of Education must elect their officers for the calendar year. Therefore, election will be held for these offices: Chairperson, Vice Chairperson, Clerk, and Treasurer. Thank you to the four board members who served as officers for 2019. They were Chair Rick Schultz, Vice Chair Dan Schmidt, Clerk Karen Flatness, and Treasurer Travis Routh.

Tonight, nominations will be taken for each position and a voice vote will be called after the close of nominations. A few procedural notes to consider provided by the Minnesota School Board Association:

- Each position is voted individually.
- One or more individuals for a position are nominated and a vote taken.
- If only one board member is nominated, the Board does have an option to simply have the Chair declare the nominated board member elected.
- If there is more than one nomination and the vote is not unanimous, then the minutes will reflect the vote along with the names of those board members voting against the nomination.

For each position, I will ask for nominations a total of three times. Any board member may be nominated for any position. Board members who served in a position in 2019 can be nominated for that same position for 2020. After I have called for nominations for a third time, I will declare nominations closed if there are no further nominations. Following the closing of nominations, I will call for a voice vote for each name nominated. As previously mentioned, if only one board member is nominated, I will declare the one board member who was nominated elected to the office.

a. **Chair -- At this time, I will open for nominations for Chair. Is there a nomination for Chair? (1st time)**

_____ nominated _____ for Chair of the Board of Education.

Are there any other nominations for Chair? (2nd time)

_____ nominated _____ for Chair of the Board of Education.

Are there any other nominations for Chair? (3rd time)

_____ nominated _____ for Chair of the Board of Education.

If there are no further nominations (PAUSE), nominations for the office of Chair are closed.

IF ONLY ONE BOARD MEMBER IS NOMINATED

Since there is only one Board member nominated, I declare that _____ is elected Chair of the Board. Congratulations to _____.

IF TWO OR MORE BOARD MEMBERS ARE NOMINATED (Voice or hand vote)

_____ and _____ have been nominated for Chair of the Board of Education. I will ask Board members to indicate by voice vote to vote for each individually. First, those in favor of electing _____ to serve as Chair, please say YES (_____).

Those opposed, please say NO (_____).

The vote is ____ YES and ____ NO.

If the majority voted YES, then proceed by stating . . .

Congratulations to _____ who has been elected to serve as Chair of the Board of Education.

If the majority voted NO, then proceed to the next candidate.

Those in favor of electing _____ to serve as Chair, please say YES (_____)

Those opposed, please say NO (_____). The vote is ____ YES and ____ NO.

Congratulations to _____ who has been elected to serve as Chair of the Board of Education.

IF THERE IS A CHANGE IN THE CHAIR OF THE BOARD, THE NEWLY ELECTED BOARD CHAIR ASSUMES THE POSITION AT THIS TIME.

b. Vice-Chair -- At this time, I will open for nominations for Vice-Chair. Is there a nomination for Vice-Chair? (1st time)

_____ nominated _____ for Vice-Chair of the Board of Education.

Are there any other nominations for Vice-Chair? (2nd time)

_____ nominated _____ for Vice-Chair of the Board of Education.

Are there any other nominations for Vice-Chair? (3rd time)

_____ nominated _____ for Vice-Chair of the Board of Education.

If there are no further nominations (PAUSE), nominations for the office of Vice-Chair are closed.

IF ONLY ONE BOARD MEMBER IS NOMINATED

Since there is only one Board member nominated, I declare that _____ is elected Vice-Chair of the Board. Congratulations to _____.

IF TWO OR MORE BOARD MEMBERS ARE NOMINATED (Voice or hand vote)

_____ and _____ have been nominated for Vice-Chair of the Board of Education. I will ask Board members to indicate by voice vote to vote for each individually.

First, those in favor of electing _____ to serve as Vice-Chair, please say YES (____). Those opposed, please say NO (____). The vote is ____ YES and ____ NO.

If the majority voted YES, then proceed by stating . . .

Congratulations to _____ who has been elected to serve as Vice-Chair of the Board of Education.

If the majority voted NO, then proceed to the next candidate.

Those in favor of electing _____ to serve as Vice-Chair, please say YES (____) Those opposed, please say NO (____). The vote is ____ YES and ____ NO.

Congratulations to _____ who has been elected to serve as Vice-Chair of the Board of Education.

c. Clerk -- At this time, I will open for nominations for Clerk. Is there a nomination for Clerk? (1st time)

_____ nominated _____ for Clerk of the Board of Education.

Are there any other nominations for Clerk? (2nd time)

_____ nominated _____ for Clerk of the Board of Education.

Are there any other nominations for Clerk? (3rd time)

_____ nominated _____ for Clerk of the Board of Education.

If there are no further nominations (PAUSE), nominations for the office of Clerk are closed.

IF ONLY ONE BOARD MEMBER IS NOMINATED

Since there is only one Board member nominated, I declare that _____ is elected Clerk of the Board. Congratulations to _____.

IF TWO OR MORE BOARD MEMBERS ARE NOMINATED (Voice or hand vote)

_____ and _____ have been nominated for Clerk of the Board of Education. I will ask Board members to indicate by voice vote to vote for each individually. First, those in favor of electing _____ to serve as Clerk, please say YES (______). Those opposed, please say NO (______). The vote is ____ YES and ____ NO.

If the majority voted YES, then proceed by stating . . .

Congratulations to _____ who has been elected to serve as Clerk of the Board of Education.

If the majority voted NO, then proceed to the next candidate.

Those in favor of electing _____ to serve as Clerk, please say YES (______). Those opposed, please say NO (______). The vote is ____ YES and ____ NO.

Congratulations to _____ who has been elected to serve as Clerk of the Board of Education.

d. Treasurer -- At this time, I will open for nominations for Treasurer. Is there a nomination for Treasurer? (1st time)

_____ nominated _____ for Treasurer of the Board of Education.

Are there any other nominations for Treasurer? (2nd time)

_____ nominated _____ for Treasurer of the Board of Education.

Are there any other nominations for Treasurer? (3rd time)

_____ nominated _____ for Treasurer of the Board of Education.

If there are no further nominations (PAUSE), nominations for the office of Treasurer are closed.

IF ONLY ONE BOARD MEMBER IS NOMINATED

Since there is only one Board member nominated, I declare that _____ is elected Treasurer of the Board. Congratulations to _____.

IF TWO OR MORE BOARD MEMBERS ARE NOMINATED (Voice or hand vote)

_____ and _____ have been nominated for Treasurer of the Board of Education. I will ask Board members to indicate by voice vote to vote for each individually.

First, those in favor of electing _____ to serve as Treasurer, please say YES (____). Those opposed, please say NO (____). The vote is ____ YES and ____ NO.

If the majority voted YES, then proceed by stating . . .

Congratulations to _____ who has been elected to serve as Treasurer of the Board of Education.

If the majority voted NO, then proceed to the next candidate.

Those in favor of electing _____ to serve as Treasurer, please say YES (____) Those opposed, please say NO (____). The vote is ____ YES and ____ NO.

Congratulations to _____ who has been elected to serve as Treasurer of the Board of Education.

Congratulations to our four officers for 2020. Thank you for your service and leadership.

7. Other Business

a. Assign School Board Committees (Appointed)

At this time, I am prepared to share with you my appointments for Board committees. Thank you to Board members for your willingness to serve on the appointed committees.

Chair appointed _____, _____,
_____ for the finance committee.

Chair appointed _____, _____,
_____ for the policy committee.

Chair appointed _____, _____,
_____ for the building and grounds committee.

Chair appointed _____, _____,
_____ for the transportation committee.

Chair appointed _____, _____,
_____ for the school activities committee.

Chair appointed _____, _____,
_____ negotiations committee for Paraprofessionals Union.

Chair appointed _____, _____,
_____ negotiations committee for the AFSCME Union.

Chair appointed _____, _____,
_____ negotiations committee for the Certified Staff.

- b. **Set the Depositories for 2020:** Each year the board must set the depositories for the year. Last year the State Bank of New Richland and the Minnesota School District Liquid Asset Fund were set as the Depositories for the District for 20198. The recommendation is to continue with the same depositories.

Moved by _____, seconded by _____ to approve the official depositories for fiscal 2020: State Bank of New Richland and the Minnesota School District Liquid Asset Fund. Motion carried _____.

- c. **Authorization of Investments/Electronic Funds Transfers 2020:** Each year the board must authorize investments and electronic funds transfers. Last year the board authorized the Superintendent of Schools to make appropriate investments and electronic fund transfers of district funds. The recommendation is for the Superintendent to continue being authorized to make appropriate investments and electronic fund transfers of district funds.

Moved by _____, seconded by _____ to authorize the Superintendent of Schools to make appropriate investments and electronic fund transfers of district funds. Motion carried _____.

- d. **Set the Official Newspaper for 2020:** Each year the board must set the official newspaper for the year. Last year the board approved the Star Eagle as the official newspaper for 2019. The recommendation is to continue with the Star Eagle.

Moved by _____, seconded by _____ to approve the Star Eagle as the official newspaper for fiscal 2020. Motion carried _____.

- e. **Set the Regular Board Meeting Date, Time and Location:** Each year the board must set the date and time for the regular board meeting each month. Last year the board approved the third Monday of each month at 6:30 p.m. for the regular board meeting. The recommendation is to continue with the same date and time. There are two exceptions to the third Monday and they are: Tuesday, January 21; Tuesday, February 18. The location of the meetings will alternate every month. The Elementary Media Center will be January, March, May, July, September, November and the Secondary Media Center will be February, April, June, August, October and December.

Moved by _____, seconded by _____ to hold the regular monthly School Board meeting on the third Monday of each month at 6:30 pm, with the exception of Tuesday, January 21, 2020, and Tuesday, February 18, 2020, due to January 20 and February 17 being holidays. The location of the meetings will alternate every month. The Elementary Media Center will be January, March, May, July, September, November and the Secondary Media Center will be February, April, June, August, October and December. Motion carried _____.

f. **Set Board Member Compensation:** Each year the board must set the compensation paid to board members. In 2018 the board approved increasing the board member compensation from \$50 to \$75 for regular/special meetings and from \$100 to \$125 for a full-day meeting or workshop. Additional compensation: \$200 for the Chair, \$150 for the Clerk, and \$100 for the Treasurer.

Moved by _____, seconded by _____ to approve the board member compensation at \$____ (\$75) for regular/special meetings and \$____ (\$125) for a full-day meeting or workshop. Additional compensation: \$____ (\$200) Chair, \$____ (\$150) Clerk and \$____ (\$100) Treasurer. Motion carried _____.

8. Adjournment

Chair, _____, adjourned the meeting. Meeting adjourned at _____.

Submitted by Karen Flatness, Clerk

New Richland-Hartland-Ellendale-Geneva Public Schools

Independent School District No. 2168



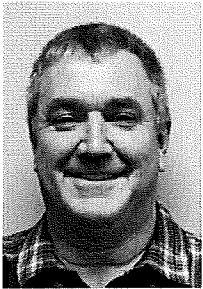
District Office
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306 Ash Avenue South
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David Bunn, Principal

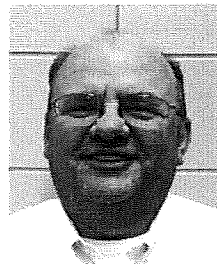
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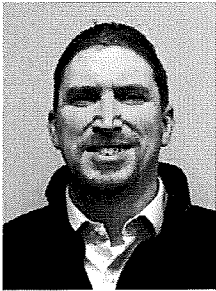
2020 School Board Members



Rick Schultz—Chair
10281 State Hwy 30
New Richland, MN 56072
(507)461-0410
rschultz@nrheg.k12.mn.us
Term Expires: 12-31-22



Neil Schlaak—Member
13342 220th Avenue
New Richland, MN 56072
(507)381-9849
nschlaak@nrheg.k12.mn.us
Term Expires: 12-31-20



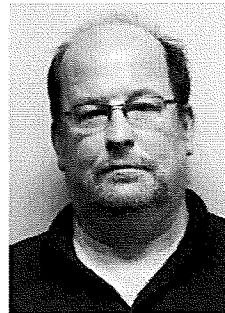
Dan Schmidt—Vice Chair
P.O. Box 231
New Richland, MN 56072
(507)381-7848
dschmidt@nrheg.k12.mn.us
Term Expires: 12-31-20



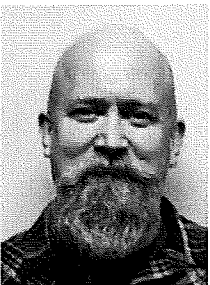
JoAnn Maloney—Member
23865 177th St
New Richland, MN 56072
(763)458-0132
jmaloney@nrheg.k12.mn.us
Term Expires: 11-3-20



Karen Flatness—Clerk
615 Broadway
Hartland, MN 56042
(507)845-2440
kflatness@nrheg.k12.mn.us
Term Expires: 12-31-20



Rich Mueller—Member
5280 South West 148th Street
Ellendale, MN 56026
(507)396-3311
rmueller@nrheg.k12.mn.us
Term Expires: 12-31-22



Travis Routh—Treasurer
501 Creamery Street
Hartland, MN 56042
(507)383-1960
trouth@nrheg.k12.mn.us
Term Expires: 12-31-22

New Richland-Hartland-Ellendale-Geneva Public Schools

Independent School District No. 2168



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Fax (507)684-2108
Douglas Anderson, Principal

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2020 Committee Members

Finance Committee

Karen Flatness
JoAnn Maloney
Travis Routh

Policy Committee

Rich Mueller
Dan Schmidt
Rick Schultz

Building & Grounds Committee

Travis Routh
Rick Schultz
Neil Schlaak

Transportation Committee

Karen Flatness
Neil Schlaak
Rich Mueller

School Activities Committee

Travis Routh
Dan Schmidt
JoAnn Maloney

Negotiations with the Paraprofessionals Union

Travis Routh, Rick Schultz

Negotiations with the AFSCME Union

Karen Flatness, Neil Schlaak, Rick Schultz

Negotiations with the Certified Staff

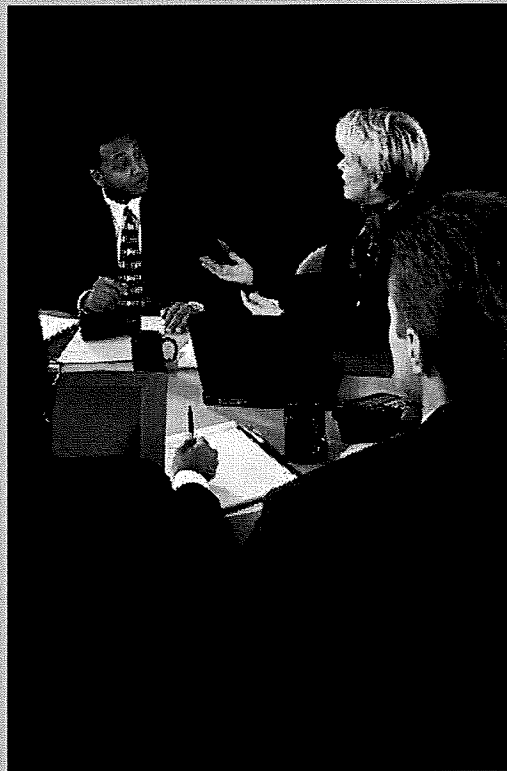
Dan Schmidt, Neil Schlaak, Rich Mueller



Back Row: Travis Routh, Rick Schultz, Dan Schmidt, Rich Mueller
Front Row: Karen Flatness, JoAnn Maloney, Neil Schlaak



The First Monday in January



EVERYTHING you need to know for
your school board's **Organizational Meeting**

Revised September 2019

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Introduction

On the first Monday in January (or as soon as practicable thereafter) each year, newly elected school board members' terms of office begin, and school boards must meet to organize for the year (M.S. 123B.14, Subd. 1). School boards typically combine the work of seating newly elected school board members and organizing for the year into a single meeting. The purpose of this booklet, *The First Monday in January*, is to help school boards prepare for and conduct the organizational meeting.

The guidance provided in this booklet is based on relevant laws, knowledge of school board and superintendent roles and responsibilities, school board meeting processes and procedures, best practices, and experience. While the content addresses many issues related to the organizational meeting, this booklet cannot address every potential problem or circumstance school boards may encounter. As a result, school boards would be well served to review the contents and establish their processes for officers' elections prior to the organizational meeting. Upon review, school board members and superintendents are encouraged to call MSBA with any questions pertaining to their unique situation.

Before beginning to look at the actual content of this booklet, five general terms used throughout this document should be explained. From this point forward, except in quotations from statute, the words, "board," "board member," "district," "chair," and "meeting," will be used instead of the formal terms, "school board," "school board member," "school district," "school board chair," and "school board meeting."

Revised: September 2019

The First Meeting in January

Under the law, “the board must meet and organize by selecting a chair, clerk, and a treasurer, who shall hold their offices for one year and until their successors are selected and qualify” (M.S. 123B.14, Subd. 1). A remote possibility exists that all of the most recently selected board officers and members will no longer be on the board or are unavailable; in that case, the board as a whole should call the meeting to order. If the most recently selected chair (the person elected chair last year) is still on the board, that board member should call the meeting to order and run the meeting until his or her successor is selected and qualifies. If the most recent chair is no longer on the board or is not available, the most recently selected vice chair (if the board has one), clerk, or treasurer, in that order, should be asked to call the meeting to order and run the meeting. Otherwise, the board must select a different member to open the meeting and preside over the election of the chair, who will then move into place and conduct the rest of the elections and meeting. If all of the most recently selected officers are unavailable and the board is unable to reach a consensus, the board should use an agreed-upon method, such as calling on the most senior board member present or the member who draws the shortest straw, to choose a person to serve in that capacity. The board should use a similar process for determining who will serve as clerk and be responsible for recording the minutes until a successor is selected by the board. Additionally, because superintendents are considered *ex officio*, or nonvoting, members of the board (M.S. 123B.143), at no time should the superintendent act as chair. From this point on, the officers selected by the process just described to serve until new officers are selected will be referred to as “acting” officers.

Boards need to adopt some basic rules for conducting the organizational meeting. The rules chosen by the board may be past practices or one of several options presented in *Robert’s Rules of Order Newly Revised* or another parliamentary procedure if one has been adopted by the board. The adopted rules will allow the board members to discuss and make decisions in a timely and orderly manner. Boards are wise to keep the rules as uncomplicated as possible. The most commonly used option for electing officers is for the acting chair to open the floor for nominations. The rest of the process is provided beginning on Page 3.

Date of the Organizational Meeting

The law does not specify that the organizational meeting must be a regular meeting. Because the law includes the words, “as soon thereafter as practicable,” many boards prefer to schedule the January organizational meeting as early as possible, often scheduling a special meeting, to avoid the confusion that can result if situations requiring the board’s immediate attention arise before the board has organized for the year. In the event of an emergency between January 1 and the first Monday of the month, the board members whose terms are ending may be called upon to help the board until the new board members are seated.

The board cannot transact business on any holiday, except in cases of necessity (M.S. 645.44, Subd. 5). State statute stipulates that when New Year’s Day, January 1, falls on Sunday, the following day shall be a holiday. So, if January 1 falls on a Sunday or Monday, the first Monday in January will be a holiday. Also, boards cannot meet on the observance of Martin Luther King

Jr.'s birthday, the third Monday in January. Boards are wise to consider these dates when planning their organizational meetings.

Sample Organizational Meeting Agenda

The agenda for the organizational meeting should clearly state the business the board will transact. If the board schedules a special meeting to organize, the board must limit its business to the purpose(s) stated on the meeting notice (M.S. 13D.04, Subd. 2). A sample organizational meeting agenda is provided below.

- Call meeting to order
The acting chair calls the meeting to order and conducts the meeting until a successor is elected by the board.
- Seat new board members
The acting chair may administer a ceremonial oath of office to the new board members (depending on the board's election cycle and practice).
- Approve meeting agenda
- Elect a chair (who presides over remainder of meeting)
- Elect a vice chair, if appropriate
- Elect a clerk
- Elect a treasurer
- Set dates, times, and location(s) for regular board meetings
- Conduct other business
 - Designate district depositories
 - Name board's legal counsel and authorized contacts
 - Fix board members' compensation, if any
 - Appoint board committee members
 - Designate a board member as the Minnesota State High School League representative

Seating New Board Members

Boards seat their newly elected board members at their first meeting in January. At that time, the acting chair and the rest of the board welcome the new board member(s), and the acting chair may administer a ceremonial oath of office. Then, the board moves on to the organizational meeting. However, when a vacancy on a board occurs before the end of the term, the board must appoint a replacement or a special election must be held, or both (M.S. 123B.09, Subd. 5b). Additional information concerning board members' elections and pre-seating of newly elected board members can be found in the Appendix beginning on Page 9.

Open Meeting Law

All board meetings must be held in compliance with the Minnesota Open Meeting Law (M.S. Chapter 13D). In addition, all votes must occur at an open meeting, and board members may not cast any straw votes or votes by secret ballot (M.S. 13D.01, Subd. 4). Boards may vote by paper ballot, but the voters must be identified and votes recorded. A schedule of the board's regular meetings must be kept on file at its primary office. If a special meeting is scheduled for the purpose

of organizing the board, written notice of the date, time, place, and purpose of the meeting must be posted on the board's principal bulletin board (or on the door of the board's usual meeting room if no principal bulletin board exists) at least three days before the special meeting. All other requirements of the statute also must be satisfied (M.S. 13D.04).

Election of Officers

State law requires school boards to select a chair, a clerk, and a treasurer from among the school board members (M.S. 123B.14). Boards use elections to select officers. The board may decide to have additional officers, such as a vice chair (M.S. 123B.14). These officers shall hold office for one year and until their successors are selected and qualified. Persons who perform the *duties* of the clerk and treasurer need not be members of the board. The board, by resolution, may combine the duties of the offices of clerk and treasurer in a single person in the "Office of Business Affairs" (M.S. 123B.14, Subd. 1). A sample resolution can be found in the Appendix.

Procedures for Election of Officers

State statutes are silent as to the method of electing officers, except that the election must be by open vote and not by any form of secret ballot (M.S. 13D.01, Subd. 4). Each board, therefore, may establish its own procedures to address such issues, including procedures for nominating officers and voting procedures. The board should establish the procedures in advance of the meeting so that everyone will know what to expect from the outset. Once developed, the board needs to follow the procedures that it has adopted, but the procedures can be changed if the majority of the board members agree. Suggested procedures for the election of officers are provided below. Once the meeting has been called to order, the acting chair has been determined, and the agenda has been approved:

- The acting chair asks for nominations.
- Any member of the board may nominate any other board member, and nominations do not require a second.
- If no other nominations are immediately received, the acting chair should pause and repeat the call for nominations.
- The acting chair should again pause and repeat the call for nominations a third time to ensure that any board member wishing to make a nomination has ample opportunity to do so.
- Under most rules of procedure, a motion to close nominations before such an opportunity is provided should be declared out of order. In fact, among bodies with rules that permit motions to close nominations, *Robert's Rules of Order Newly Revised* calls for a two-thirds majority vote to adopt the motion.
- After the third call for nominations, if no other nominations are forthcoming, the acting chair should close the nominations for the office.
- A motion to reopen nominations may be adopted on a majority vote.

For example, the board might follow the procedure provided below.

Acting Chair: "Nominations are now in order for the office of chair."

Board Member James: "I nominate Jane Smith."

Acting Chair: “Jane Smith is nominated. Are there any other nominations for the office of chair?”

Acting Chair: “Are there any further nominations for the office of chair?”

Acting Chair: “Are there any further nominations for the office of chair?”

Acting Chair: “If there are no further nominations ... [pause] ... nominations for the office of chair are closed.”

Voting

If only one board member is nominated, board rules may allow the acting chair to declare that candidate elected. The acting chair could say to the rest of the board: “Jane Smith is the only candidate nominated for the office of chair, and I hereby declare her elected by acclamation and direct the acting clerk to so record in the minutes.”

Board rules may provide for a show of hands or voice vote in which each board member has an opportunity to vote. The newly elected chair then immediately assumes the office and conducts the election of other officers.

If two or more members are nominated for an office, a show of hands or voice vote is necessary. All votes must be recorded as required by Minnesota’s Open Meeting Law. Another option is for each board member to be given a piece of paper (ballot) on which to write the name of the person for whom they are voting, but the board member must also write his or her own name on that ballot so each vote may be recorded. The results of each individual board member’s vote may be read aloud at the meeting and must be recorded in the minutes. The person receiving a majority of the votes cast is elected and assumes the office, having been “selected and qualified.”

Number of Votes Required

Unless board rule or policy requires a majority of the board’s full membership or other stipulation, according to *Robert’s Rules of Order Newly Revised*, the number of votes required to elect an officer is the same as the vote required to carry other motions—namely, “more than half the votes cast, excluding abstentions.” Absences or abstentions can reduce the number of votes required to less than a majority of the full board. For example, for a seven-member school board with two board members absent or abstaining, three votes would elect an officer, 3-2. Any other requirement to elect officers should be clearly articulated in the board’s policies or procedures.

If more than two candidates are nominated, the possibility exists that no candidate will get a majority of the votes cast. For example, a seven-member board with three candidates could have an initial vote of 3-3-1, and, because four votes constitute a majority, no candidate would have enough votes to be elected. Some boards, in such instances, drop off the low vote getter and conduct a second vote. However, *Robert’s Rules of Order Newly Revised* recommends retaining the low vote getter because a low vote getter could turn out to be the most satisfactory compromise for supporters of the two front runners and may be helpful in breaking a tie. If a multiple-candidate contest continues to produce no majority choice, the board may be left with no other option than to drop the low vote getter in an attempt to complete the election. If the board includes this option in its policies and procedures, language should specify when and how the decision would be made.

Order of the Vote

The voting procedure used may follow whatever order the board typically employs to vote on motions. The acting chair may ask for a show of hands or go around the table calling on members by name, or the acting clerk may conduct a roll-call vote. The script for the voting procedure might look something like the one provided below.

Acting Chair: "All in favor of Jane Smith for the office of chair raise their hands."

Acting Chair: Then, "All in favor of James Nelson for the office of chair raise their hands."

Acting Chair: "Jane Smith received a majority of the votes cast and is elected chair of this school board."

To avoid any question regarding the validity of an election between two or more candidates, the board may need to conduct a roll call vote in whatever order the board normally follows and record each board member's vote in the minutes. The script for calling a roll-call vote is provided below.

Acting Chair: "The acting clerk will now call the roll for voting on the office of chair."

Acting Clerk: "Board member Arthur Brown."

Board member Arthur Brown: "I vote for Jane Smith."

Acting Clerk: "Board member Margo Anderson."

Board member Margo Anderson: "I vote for James Nelson."

And so on until all board members have been polled.

Acting Chair: "The acting clerk will now tally the votes."

Acting Clerk: "Jane Smith received four votes. James Nelson received three votes."

Acting Chair: "Jane Smith received a majority of the votes cast and is elected chair."

Board Unable to Elect a Chair

Although the election of officers usually raises no significant question as to procedure or legal requirements, exceptions arise from time to time. For example, in the event of a tie between two candidates, a second vote should be taken, followed by a third vote prior to the close of the meeting, and, if the board is still unable to elect a chair, the election of a chair should occur at subsequent meeting(s), for as many meetings and votes that may be required, until one candidate is elected. If a second vote to elect a new chair is unsuccessful, the board could: 1) move on to elect the other officers before attempting to vote a third time to elect a chair or 2) move on to conduct the other business before attempting to vote a third time to elect a chair before the close of the meeting. The acting chair presides until the deadlock for chair is broken, even if other officers have been selected.

Once a chair is elected, the newly elected chair assumes the duties of the presiding officer and conducts the elections of a vice chair (if applicable), clerk, and treasurer following the same procedures.

Vice Chair

The law does not require the board to elect a vice chair. If the board includes a vice chair, the newly elected chair should use the same call for nominations and election procedures to elect a vice chair as described for electing a chair.

Clerk

The chair should then call for nominations for the office of clerk. Nominations and the election should be handled in the same manner as for chair. In selecting a clerk, certain tasks (such as keeping a record of all board meetings of the district; within three days after an election, notifying all persons elected of their election; and filing a report of the revenues, expenditures, and balances in each fund for the preceding fiscal year with the board by September 15 of each year) require the clerk to be regularly available in the district administrative office. Board members who take minutes at meetings while participating in the meetings often have difficulty balancing the responsibilities. Fortunately, the law allows other persons (such as the superintendent's administrative assistant or board secretary under the direction of the board clerk) to perform the duties of clerk. The board can designate an alternate, or "deputy clerk," from among the board members to sign documents if the clerk is unavailable.

Treasurer

The chair should then call for nominations for the office of treasurer. Certain tasks of the treasurer (such as depositing district funds in the official depository; making reports called for by the board and performing all duties a treasurer usually performs; and, in the event of insufficient funds to pay valid orders presented to the treasurer, receiving, endorsing, and processing the orders according to the law) require the treasurer to regularly be available to the district's administration. The law allows the board (by resolution) to name a person in the business office to perform the duties of the offices of clerk and treasurer.

Other Business Conducted

State law allows the board to conduct other business at the organizational meeting. Other business items commonly transacted by the board at the organizational meeting include designating district depositories, selecting the official district newspaper, selecting the district's legal counsel and individuals authorized by the board to contact legal counsel, fixing board member compensation, setting the board's regular meeting schedule, and appointing board committee members. These items are described below.

Designate District Depositories

State statute requires the board to designate one or more official depositories for district funds (M.S. 118A.02, Subd. 1). State statute does not specify when the designation must be made; however, many boards prefer to address the designation decision at the board's annual organizational meeting.

Select Official Newspaper

School districts are required by law to publish their meeting proceedings and many notices in their official newspaper. Common school districts (Franconia and Prinsburg) are required to annually pass a resolution designating the district's official newspaper at the first school board meeting following July 1 (M.S. 123B.95). All other boards select an official newspaper whenever the board believes is best, often at the board's organizational meeting.

Select District's Legal Counsel

The organizational meeting is a good time for the board to select the district's legal counsel and the individuals authorized to contact legal counsel. Persons authorized may include the chair, the superintendent, and the chief business official of the district. In addition, other district staff, including the human resources director or a person with similar duties, may be authorized to contact legal counsel.

Fix Board Member Compensation

Many boards set the board members' compensation for the year at the organizational meeting. State law allows the clerk, treasurer, and superintendent to receive such compensation as may be fixed by the board. The law also allows the board to fix compensation for the other members of the board (M.S. 123B.09, Subd. 12).

Fix Regular Board Meeting Schedule for the Year

The law includes specific notice requirements that must be satisfied for the board to meet, whether for regular, special, or emergency meetings. Many boards set the regular meeting schedule for the year at the board's organizational meeting. If the board sets a schedule for regular board meetings to be held during the year, with the date, time, and place for such meetings designated, and that schedule is kept at the district office, then no additional notice of those regular meetings is required (M.S. 13D.04, Subd. 1). If a regular meeting date, time, or location is changed, additional notice is required. Other notice requirements can be found in the *MSBA Service Manual*, Law Bulletin C. When setting the schedule for regular board meetings, the board must keep in mind the dates when meeting restrictions and/or prohibitions apply. The board must avoid scheduling meetings on specified holidays and between 6:00 p.m. and 8:00 p.m. on General Election Day (M.S. 204C.03, Subd. 1), State Primary Election Day (M.S. 204D.03), School District Primary Election Day (M.S. 205A.03), Township Election Day (M.S. 204C.03 and M.S. 205.075), and after 6:00 p.m. on Precinct Caucus Day (M.S. 202A.19, Subd. 1).

Appoint Board Committee Members

Standing or ad hoc committees are often used by boards to facilitate the mission and work of the school board, are advisory, and have only that authority specified by the board. However, some boards avoid using committees and opt for the board to work as a whole instead. Many boards believe the organizational meeting is a good time to appoint board committee memberships. If the board has a policy on board committees, the board should follow that policy as well as any

established procedures. If the board utilizes committees, the policy should clarify the following: when, how, and by whom the appointments will be made, the allowable number of board members per committee, whether committee appointments are continuing or rotating, and, if rotating, a schedule for doing so. Finally, board committee and subcommittee meetings are subject to the Open Meeting Law (even when the committee membership is less than a quorum of the board). The notification and public meeting requirements for board committees and subcommittees are the same as for board meetings.

Appendix

The Appendix provides additional background information concerning the board's first meeting in January. Specific topics addressed in the Appendix include board membership, elections, canvass of returns, certificates of election, qualified board members, term of office, and seating of new board members.

Board Membership and Elections

The membership of the board consists of six elected members, or seven members if the district voters have approved a seven-member board pursuant to M.S. 123B.09, Subd. 1. Elections take place on the first Tuesday after the first Monday in November of either the odd-numbered or the even-numbered year (M.S. 205A.04). The number of members may be different for combining or consolidating boards that are in a transition period (M.S. 123A.48, Subd. 2). The board also includes ex officio (non-voting) members, as provided by law. Superintendents are currently the only ex officio members of the board who are mentioned in statute (M.S. 123B.143). Vacancies in a board are filled by special election if more than one year remains or by board appointment by resolution at a regular or special meeting if less than one year remains (M.S. 123B.09, Subd. 5b).

Canvass of Returns and Certificate of Election

State law requires the board to canvass the returns and declare the results of the election between the third and tenth day after a district election, other than a special election (M.S. 205A.10, Subd. 3). The district clerk must certify the results of the election to the county auditor, and the clerk is the final custodian of the ballots and the returns of the election (M.S. 205A.10, Subd. 3).

Qualified Board Member

To "qualify," a newly elected board member must complete a few necessary steps. The district clerk must ensure that each successful candidate has filed a campaign finance report certification (M.S. 211A.02 and M.S. 211A.05, Subd. 1) before issuing a certificate of election. The clerk must deliver, by personal service or certified mail, the certificate to the successful candidate who must return the certificate of election within thirty days, sign the oath of office, and sign the acceptance of office. A person who fails to qualify prior to the specified time shall be deemed to have refused to serve (M.S. 205A.10, Subd. 3).

Term of Office

The term of office for school board members is four years. Generally, a board member is elected to fill an open seat on the board created by the expiration of a term (except as may be otherwise provided by a transition schedule from odd- to even-numbered year or from even- to odd-numbered year elections) beginning the first Monday in January (M.S. 123B.09, Subd.1). The member takes office on that date regardless of the date of the organizational meeting (M.S. 123B.09, Subd. 1; M.S. 205A.04; Op. Atty Gen. 161C, August 17, 1962).

Exceptions to this law exist. A board vacancy occurs when a member dies, resigns, ceases to be a resident of the district (M.S. 123B.09, Subd. 3), or is unable to serve on such board and attend its meetings because of illness or prolonged absence from the district (M.S. 123B.09, Subd. 4). A board vacancy must be filled by board appointment, evidenced in an adopted resolution, and is effective 30 days following the appointment, unless a petition to reject the appointee is filed and meets the requirements described in M.S. 123B.09, Subd. 5b (b). A special election must be held to fill the remainder of the term no later than the next General Election day unless the vacancy occurs less than 90 days prior to the General Election day. If the vacancy occurs that close to the General Election day and in the third year of the term or any day within the fourth year of the term, no special election is required. If the vacancy occurs that close to the General Election day and in years one or two of the term, the special election must be held no later than the General Election day of the next calendar year. A person filling a vacancy by special election takes office immediately after qualifying. To qualify for an elected office means the certificate of election has been received, the acceptance of office has been signed, the finance report has been turned in, and the oath of office has been taken and signed.

Post-Election, No Pre-Seating of New Members

Board members are elected in November (M.S. 205A.04), but their terms of office do not begin until the first Monday in January (M.S. 123B.09, Subd. 1). Currently serving members retain their seats until the expiration of their respective terms (M.S. 123B.09, Subd. 1). During the time between being elected and the first Monday in January, board members-elect are citizens who are not board members yet. For this reason, board members-elect should not be treated the same as seated members. As a result, wise boards do not allow board members-elect to sit at the board table, participate in the deliberations, be asked how they would vote on a topic during a meeting, or be allowed to conduct or otherwise participate in any other board business. These restrictions avoid the confusion that can result when members-elect are allowed to participate in meetings prior to being officially seated.

As members of the hiring and governing authority (M.S. 123B.02, Subd. 14), sitting board members have the right to receive or be given access to data that are classified as non-public when needed to make decisions (M.S. Chapter 13); citizens do not. To protect the data privacy rights of the district's students and staff, board members-elect should not be given access to non-public data.

In the interim, board members-elect can spend time preparing to take office. Boards can help board members-elect by providing an orientation, inviting them to meetings, sending them meeting agendas and packets (public information only) prior to the meetings, and encouraging them to attend MSBA's new board member trainings (Phase I and Phase II, which include school board member training in school finance and management as required under M.S. 123B.09, Subd. 2). Additional information can be found on MSBA's website.

Election of Officers and Sample Resolution

As previously noted, state law requires boards to select from its members a chair, a clerk, and a treasurer. The law does not include a provision that would allow the board to select one of its

members to serve in the combined office of clerk/treasurer. The law allows a board to combine and delegate the duties of the offices of clerk and treasurer to a single person who is employed by the district in its business office. A resolution is required if the duties of the clerk and treasurer are delegated. The resolution is a one-time requirement, not an annual one. Even so, the law still requires that an elected school board member hold each of the offices of chair, clerk, and treasurer. A "Sample Resolution" is provided below.

SAMPLE RESOLUTION

WHEREAS, Minnesota Statutes 123B.14, Subd. 1, empowers the School Board to combine the duties of the offices of Clerk and Treasurer of the School Board in one person in the Office of Business Affairs of the School District.

WHEREAS, the School District has decided to combine the duties of the Clerk and Treasurer in one person in the Office of Business Affairs.

THEREFORE, BE IT RESOLVED THAT the _____ of the School District is designated by the School Board of Independent School District No. ____ to perform the duties of Clerk and Treasurer of the District.

Moved by:

Seconded by:

The following voted in favor:

The following voted against:

WHEREUPON the resolution was declared adopted.

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