

**Kenyon-Wanamingo Public Schools
Independent School District #2172
Wanamingo, Minnesota**

Adopted by Kenyon Wanamingo School Board
Revised: 2-22-2016

203.3 ORDER OF THE ORGANIZATIONAL SCHOOL BOARD MEETING

I. PURPOSE

The School Board shall meet and organize on January 1st, or as soon thereafter as practicable. At this Organizational Meeting the School Board shall:

- A. Elect its officers.
- B. Designate a district depository.
- C. Designate the official newspaper of the district.
- D. Designate school district legal counsel.
- E. Set the yearly salaries of its members and officers.
- F. Establish the yearly schedule for its regularly called board meetings and work sessions.

II. ORDER OF BUSINESS FOR ORGANIZATIONAL MEETING

1. Call to order - Superintendent or Chairperson from previous year.
2. Administer oaths of acceptance to newly elected, or re-elected, board members.
3. Election of Chairperson -New Chairperson conducts balance of meeting.
4. Election of Vice Chairperson.
5. Election of Clerk.
6. Election of Treasurer.
7. Establish salaries and stipends for Board Members.
8. Establish expense allowance for Board Members.
9. Designate official depository.
10. Designate official publication.
11. Designate School District legal counsel.
12. Designate the School District Identified Official with Authority in accordance with Minnesota State Access Control Security Standard 1.0
13. Establish dates, time, and place of Regular Meetings for succeeding year.
14. Authorize use of facsimile signatures.
15. Authorize Treasurer, or designee, to make short term investments.
16. Authorize Superintendent, or designee, to perform routine functions of Clerk and Treasurer.
17. Authorize Superintendent, or designee, to lease, purchase, and contract for services within Board approved budget.
18. Authorize Superintendent or designee to approve purchase orders as per Minnesota Statutes, Section 123B.52, Subd. 2.
19. Authorize Business Manager and Bookkeeper to make electronic transfers.
20. Adopt compliance statements.
21. Appoint committees of the School Board.
22. Review & set unreserved fund balance goal.