

ORGANIZATIONAL BOARD MEETING MINUTES

Monday, January 10, 2022

Chair Pagel called the organizational meeting of the Dover-Eyota Board of Education, District #533, to order at 5:33 PM in the Dover-Eyota High School Media Center. Board members present: Tamara DeMuth, James Johnson, Ron Pagel, Shawwna Seaquist, and Superintendent Mike Carolan. Absent: Heather Duellman and Jessica McFarlen. Also in attendance were Administrative Assistant Tara Dabelstein, Teaching & Learning Director Heather Lyke, and Business Manager Gary Betcher.

The Pledge of Allegiance was recited.

Approval of Agenda

A motion was made by Member DeMuth, seconded by Member Johnson, and carried unanimously to approve the agenda.

Election of Officers for the Calendar Year 2022

Mr. Pagel called for nominations for the position of **Board Chair**. Member Johnson nominated Ron Pagel. Mr. Pagel called for nominations three more times, and hearing none, Member Johnson made a motion to cease nominations and vote on Ron Pagel as Chair. The motion was seconded by Member DeMuth. A roll call vote was taken with the following voting in favor of Ron Pagel as Chair: DeMuth, Johnson, and Seaquist. Those voting against: none. Ron Pagel was named Chair.

Chair Pagel called for nominations for the position of **Vice Chair**. Member Seaquist nominated James Johnson. Chair Pagel called for nominations three more times and, hearing none, called for a motion to vote on as Vice Chair. The motion was made by Member DeMuth and seconded by Member Seaquist. A roll call vote was taken with the following voting in favor: DeMuth, Pagel, and Seaquist. Those voting against: none. James Johnson was named Vice Chair.

Chair Pagel called for nominations for the position of **Clerk**. Member Seaquist nominated Heather Duellman. Chair Pagel called for nominations three more times and, hearing none, called for a unanimous ballot. The motion was made by Member Johnson and seconded by DeMuth. A roll call vote was taken with the following voting in favor of Heather Duellman as Clerk: DeMuth, Pagel, Johnson, and Seaquist. Those voting against: none. Heather Duellman was named Clerk.

Chair Pagel called for nominations for the position of **Treasurer**. Member Seaquist nominated Tamara DeMuth. Chair Pagel called for nominations three more times and, hearing none, called for a unanimous ballot. A motion was made by Member Johnson and seconded by Member Seaquist. A roll call vote was taken with the following voting in favor of as Treasurer: Pagel, Johnson, and Seaquist. Those voting against: none. Tamara DeMuth was named Treasurer.

Consent – Set Board Meeting Dates

A motion was made by Member DeMuth, seconded by Member Seaquist, and carried unanimously to approve the following items:

Regular Board Meeting Dates through January 2022 as follows with a starting time of 6:00 PM in the Dover-Eyota High School Media Center:

February 14, 2022	July 11, 2022	December 12, 2022 (6:30 PM with the property tax mtg at 6:00 PM) January 9, 2023 to include an organizational meeting ½ hour prior
March 14, 2022	August 8, 2022	
April 11, 2022	September 12, 2022	
May 9, 2022	October 10, 2022	
June 13, 2022	November 14, 2022	

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June 12, 2023	November 13, 2023	

Property Tax Information Meeting for 2022 was set to be held 1/2 hour prior to the December Board meeting where the levy is approved with the meeting being publicized in the *Eagle* and on the tax statement.

Officers’ Pay and Board Salary for the Calendar Year 2022

A motion was made by Member Johnson, seconded by Member DeMuth, and carried unanimously to approve the officers’ pay and Board salary for the Year 2022 as presented (same as previous year).

\$1,350.00	Regular salary
\$1,000.00	Matching 457 Plan District Contribution up to
\$ 300.00	Committee work
\$ 500.00	Additional salary for Chair
\$ 250.00	Additional salary for Clerk
\$ 200.00	Additional salary for Vice-Chair
\$ 200.00	Additional salary for Treasurer
\$1,800.00	Negotiations Team (Payment made to team. Disbursement decisions made by team)
\$ 100.00	Per day (or \$50 per half day) to Negotiations Team during mediation
\$ 100.00	Per Day (or \$50 per half day) for attending Board-recommended conferences or training

Board Assignment of Duties

A motion was made by Member Johnson, and seconded by Member DeMuth, to approve the following resolution: The Superintendent of Schools shall assign District Office staff to perform the duties of the offices of Board Clerk and Board Treasurer. A roll call vote resulted in the following voting in favor: DeMuth, Pagel, Johnson, and Seaquist. Those voting against: none. The motion carried unanimously.

Disclosure Statement

A motion was made by Member Johnson, seconded by Member Seaquist, and carried unanimously to require any board member doing business with the school district to sign an annual disclosure statement (Attachment A).

Consent – Assign Members for Year 2021 Committees

A motion was made by Member Johnson, seconded by Member Seaquist, and carried unanimously to table this item until the February meeting:

Board Committees

Meet and Confer	McFarlen, Austinson, Seaquist
Negotiations	Johnson, Andring, DeMuth
Purchasing	Andring, Duellman, Seaquist
Legislative	Johnson, McFarlen
Policy	McFarlen, DeMuth

Advisory Committees/Task Forces

Minnesota School Board Association	Johnson
Minnesota State High School League	Andring
Assessment	Duellman
Building & Grounds	Andring, Pagel, Duellman
Calendar	McFarlen, Duellman
Community Education Advisory	Duellman
Crisis	Duellman, McFarlen

Curriculum Committee
Dollars for Scholars
Early Childhood
Gifted & Talented Advisory
Hiawatha Valley Education District
Environmental Health & Safety
Technology
Wellness
World's Best Workforce
Written & Visual Resource Review

Johnson
McFarlen
Seaquist
Johnson
Pagel
Andring
Johnson
McFarlen
McFarlen, Duellman
Seaquist (Theater/Text) Pagel (District Media)

Elected Offices

Three Rivers Conference
MSBA Delegate Assembly Representative

Pagel

It was noted that the Negotiating Team negotiates with the DEEA, Principals, and Teamsters Union. The Head Board Negotiator and Chair negotiates with the Superintendent. The Superintendent negotiates with all other groups.

Consent - Approve Organizational Items for the 2022-2023 School Year

A motion was made by Member Seaquist, seconded by Member DeMuth, and carried unanimously to approve the Organizational Items as discussed and amended.

Approved Activities Honoring Staff during American Education Week and Teacher Appreciation Week and other such events/awards as deemed appropriate by the administration.

Approved Memberships in the Southeast Service Cooperative, Minnesota School Board Association, National School Board Association, Minnesota State High School League, Minnesota Rural Education Association, Olmsted County Children's Collaborative and Rochester Area Math/Science Partnership.

Student Teacher Agreements would be renewed with Winona State University, St. Mary's University, Luther College, and Dakota State University.

Approved the Miscellaneous Pay Schedule (Attachment B).

Appointed Elementary Principal Jeanne Svobodny as the school district's Local Educational Agency (LEA) Representative.

Named all of the Federal Deposit Insurance Corporation (FDIC) and Federal Savings & Loan Insurance Corporation (FSLIC) institutions in Minnesota or endorsed by the Minnesota School Board Association as the Official School Depositories.

Designated the Superintendent of Schools as the Official School District Representative.

Designated Ratwik, Roszak & Maloney, P.A. as the official school district legal counsel.

Named the Rochester *Post Bulletin* as the official school newspaper.

Named the Official School Radio and Television Stations as KROC 1340 AM and 106.9 FM (radio) and KTTC Channel 10 (television).

Continued the Overdraft Fee of \$30 to be assessed to insufficient fund checks received by the school district.

Bidding would follow these guidelines: Any item for purchase exceeding \$25,000 be brought to the Board for determination of purchase process.

Authorized the Administration to pay bills subsequent to Board approval to take advantage of discounts and avoid interest charges.

Authorized the school district officers to have a Signature Plate for check-writing purposes. In cases where there were changes in the Board officers, the Board authorized the use of the current signature plate until one with the new officer signatures could be obtained.

Authorized the Superintendent and/or his designee to make Electronic Fund Transfers.

Hiring Process – The Superintendent was given the right to conditionally hire an individual with the expectation that he/she would bring the proposed hiree to the Board for final approval at the next Board meeting. Such hiring would also be contingent upon an acceptable background check report.

Adjournment

A motion was made by Member Johnson, seconded by Member DeMuth, and carried unanimously to adjourn the meeting at 5:53 PM.

Heather Duellman, Clerk
Td

Disclosure Statement

THIS DISCLOSURE STATEMENT, is made by _____ this ____ day of January, 20__;

1. WHEREAS, _____ is one of the owners of _____. of _____, Minnesota.
2. WHEREAS, _____. furnishes _____ goods and services to the Dover-Eyota Public School System.
3. WHEREAS, _____ is a member of the school board for said school district.
4. WHEREAS, _____ wishes to avoid any conflict of interest.

NOW THEREFORE, _____ states and discloses as follows:

1. _____ is an owner/employee of _____. of _____, Minnesota, which furnishes _____ goods and services to the Dover-Eyota School System and _____ is a member of the school board for said school district.
2. _____ will furnish its materials and services to Dover-Eyota School District at its regular prices that will be at a reasonable value.
3. _____ title is _____ which is the holder of legal title of _____
4. The price offered by _____ to Dover-Eyota School Systems will not exceed that offered to Dover-Eyota School Systems by other suppliers.
5. _____ hereby gives notice that when he/she moves to pay bills or votes in favor of motions to pay bills, it is his/her intention to abstain from voting on any statement or bill submitted by _____.
6. It is the intention of _____ that this disclosure statement be filed with the secretary for the Dover-Eyota School Board and considered a permanent portion of the minutes so that for convenience sake, he/she need not point out at every meeting, on every vote regarding bills, that he/she is voting for the payment of bills, but abstaining on voting regarding his/her own bill. Instead, it is the wish of _____ that this disclosure of _____ conflict of interest act as an automatic abstention on the vote of said _____ bills.

Signature of Board Member

Miscellaneous Payments Schedule

Effective January 11, 2022

The following rates will be used for payments to individuals whose work is not covered under any existing master agreement or contract:

- 1. Dover-Eyota Schools will reimburse substitute teachers according to the following schedule:
- One full day of substitute teaching (licensed teacher).....\$166
(Partial days will be pro-rated according to number of teaching periods.)
- Long Term substitute teacher (defined by Principal).....placement on teacher contract schedule per individual teacher training and experience and as determined by superintendent.
2. Teamster Union substitute workers.....First step of the position being substituted.
- Licensed teachers currently on the DE staff who perform as a substitute for any non-licensed position shall be paid on the Teamster pay schedule according to their years of DE service up to a maximum of 5 years.
3. Workers at athletic events: (SEE ATTACHED)
4. Student assistant to the custodian / approved by superintendent... \$.50 over Minnesota minimum wage plus \$.50 a year experience.
5. Mileagecurrent IRS Approved Rate
6. Per Diem Rates:
Breakfast.....\$10.00
Lunch.....\$12.00
Dinner.....\$20.00
Alternate Maximum.....\$45.00/day

Any other services performed on behalf of the district will be negotiated on an individual basis with the superintendent, and be reimbursed commensurate to the job performed and justifiable with rates listed above.

Supervision Pay Schedule on next page

Supervision Pay Schedule

Effective January 11, 2022

Supervision

Inside or Outside	\$35.00	6:30-9pm
Event Supervision	\$78.75	based on rate of 17.50 hour, duty is 4:30-9pm.
Saturday Supervision	\$17.50 per hour	

Officials

7 & 8	Rochester officials Association per game rate
9th	Rochester officials Association per game rate
JV	Rochester officials Association per game rate
Varsity	Rochester officials Association per game rate

Table Workers

Scoreboard	\$25 per game/match (JV & Varsity =\$50)
Announcer	\$25 per game/match (JV & Varsity =\$50)
Scorebook	\$25 per game/match (JV & Varsity =\$50)
Libero Tracker	\$25 per game/match (JV & Varsity =\$50)
Line Judge	\$25 per game/match (JV & Varsity =\$50)
9th Grade Scoreboard-inside	\$10 per game
9th Grade Scorebook-inside	\$25 per game (JV & Varsity = \$50)

Ticket Takers

Football Games	\$90.00 for the event, 5:30-8:00	3 ticket booths
4:30-8pm, 3 games	\$60	
5:30-8pm, 2 games	\$45	
6:15-8pm, 1 game	\$30	

Chain Gang

Employee Pass