

# ORGANIZATIONAL BOARD MEETING MINUTES

Monday, January 14, 2019

Chair Pagel called the organizational meeting of the Dover-Eyota Board of Education, District #533, to order at 6:34 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Jessica McFarlen, James Johnson, Linda Nelson, Ron Pagel, Matt Wrubel, Student School Board Member Lexi Schaefer and Superintendent Mike Carolan. Also in attendance were Administrative Assistant Tara Dabelstein, and Business Manager Gary Betcher.

The Pledge of Allegiance was recited.

## OATH OF OFFICE

Ron Pagel, Don Andring, Jessica McFarlen, & James Johnson read the Oath, with Clerk Julie Austinson leading.

## Approval of Agenda

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

## Election of Officers for the Calendar Year 2019

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

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

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

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

## Consent – Set Board Meeting Dates

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

Regular Board Meeting Dates through January 2020 as follows with a starting time of 6:00 PM in the Dover-Eyota High School Media Center:

February 19, 2019	July 8, 2019	December 9, 2019 ( <b>6:00 PM with the property tax mtg at 5:30 PM</b> )
March 11, 2019	August 12, 2019	January 13, 2020 to include an organizational meeting ½ hour prior
April 8, 2019	September 9, 2019	
May 13, 2019	October 14, 2019	
June 10, 2019	November 12, 2019	

**February 11, 2019 meeting was moved to TUE February 19, 2019 at the July 2018 meeting. ALSO, the Feb 2020 meeting can't be on the 10<sup>th</sup>, moved to the 18<sup>th</sup>.**

Regular Board Meeting Dates through January 2021 as follows with a starting time of 6:00 PM in the Dover-Eyota High School Media Center:

February 18, 2020	July 13, 2020	December 14, 2020 <b>(6:00 PM with the property tax mtg at 5:30 PM)</b>
March 9, 2020	August 10, 2020	January 11, 2021 to include an organizational meeting ½ hour prior
April 13, 2020	September 14, 2020	
May 11, 2020	October 12, 2020	
June 8, 2020	November 9, 2020	

Property Tax Information Meeting for 2019 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 2019**

A motion was made by Member Andring, seconded by Member Nelson, and carried unanimously to approve the officers' pay and Board salary for the Year 2019 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 Wrubel, and seconded by Member Andring 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: Andring, Nelson, Austinson, Pagel, Johnson, McFarlen, and Wrubel. Those voting against the same: none. The motion carried unanimously.

**Disclosure Statement**

A motion was made by Member Johnson, seconded by Member Wrubel, 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 2019 Committees**

A motion was made by Member Austinson, seconded by Member Wrubel, and carried unanimously to assign members for the Year 2019 committees as follows:

Board Committees

Meet and Confer	McFarlen, Austinson, Nelson
Negotiations	Johnson, Andring, Wrubel
Purchasing	Andring, Wrubel, McFarlen
Legislative	Johnson, Austinson
Policy	Austinson, Nelson

Advisory Committees/Task Forces

Minnesota School Board Association	Austinson
Minnesota State High School League	Andring
Assessment	Nelson

Building & Grounds	Andring, Pagel, Wrubel
Calendar	McFarlen
Community Education Advisory	Johnson
Crisis	Wrubel, McFarlen
Curriculum Committee	Johnson
District Media Review	Pagel
Dollars for Scholars	McFarlen
Early Learning Council (governor apt taskforce?)	Nelson
Gifted & Talented Advisory	Johnson
Hiawatha Valley Education District	Pagel
Playground	Andring
Safety	Andring
Technology	Wrubel
Theater/Text Review	Nelson
Wellness	Wrubel
World's Best Workforce	Austinson

Elected Offices

Three Rivers Conference	Pagel
MSBA Delegate Assembly Representative	Austinson

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 2019-2020 School Year**

A motion was made by Member Andring, seconded by Member Nelson, and carried unanimously to approve the Organizational Items as presented.

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 Wrubel, seconded by Member Johnson, and carried unanimously to adjourn the meeting at 7:18 PM.

Julie Austinson, Clerk  
Td


# Disclosure Statement

THIS DISCLOSURE STATEMENT, is made by Donald H. Andring this 14th day of January, 2019;

1. WHEREAS, Donald H. Andring is one of the owners of Don's Electric, Inc. of St. Charles, Minnesota.
2. WHEREAS, Don's Electric, Inc. furnishes electrical goods and services to the Dover-Eyota Public School System.
3. WHEREAS, Donald H. Andring is a member of the school board for said school district.
4. WHEREAS, Donald H. Andring wishes to avoid any conflict of interest.

NOW THEREFORE, Donald H. Andring states and discloses as follows:

1. Donald H. Andring is an owner/employee of Don's Electric, Inc. of St. Charles, Minnesota, which furnishes electrical goods and services to the Dover-Eyota School System and Donald H. Andring is a member of the school board for said school district.
2. Don's Electric, Inc. will furnish its materials and services to Dover-Eyota School District at its regular prices that will be at a reasonable value.
3. Donald H. Andring's title is President of Don's Electric, Inc. which is the holder of legal title of Don's Electric, Inc.
4. The price offered by Don's Electric, Inc. to Dover-Eyota School Systems will not exceed that offered to Dover-Eyota School Systems by other suppliers.
5. Donald H. Andring hereby gives notice that when he moves to pay bills or votes in favor of motions to pay bills, it is his intention to abstain from voting on any statement or bill submitted by Don's Electric, Inc.
6. It is the intention of Donald H. Andring 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 need not point out at every meeting, on every vote regarding bills, that he is voting for the payment of bills, but abstaining on voting regarding his own bill. Instead, it is the wish of Mr. Andring that this disclosure of Mr. Andring's conflict of interest act as an automatic abstention on the vote of said Andring bills.

  
Donald H. Andring

**DOVER-EYOTA ISD #533**  
**Miscellaneous Payments Schedule**  
Effective January 10, 2018

*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).....\$126.00  
(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. Mileage .....current 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 10, 2018

## 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