

# ORGANIZATIONAL BOARD MEETING MINUTES

Monday, January 9, 2017

Chair Pagel called the organizational meeting of the Dover-Eyota Board of Education, District #533, to order at 6:30 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Andrea Lehnertz, Linda Nelson, Ron Pagel, Todd Peterson, Matt Wrubel, Student School Board Member Kalli Schaefer, and Superintendent Mike Carolan. Absent: none. Also in attendance were Administrative Assistant Chris Berg, Business Manager Gary Betcher, Dan Johnson, and Terry Sinn.

The Pledge of Allegiance was recited.

## Oath of Office

The Oath of Office was given to Board Members Matt Wrubel, Julie Austinson, and Linda Nelson by Chair Ron Pagel.

## Approval of Agenda

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

## Election of Officers for the Calendar Year 2017

Mr. Pagel called for nominations for the position of **Board Chair**. Member Peterson 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 Peterson. A roll call vote was taken with the following voting in favor of Ron Pagel as Chair: Andring, Nelson, Austinson, Pagel, Peterson, Lehnertz, and Wrubel. Those voting against: none. Ron Pagel was named Chair.

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

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

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

## Consent – Set Board Meeting Dates

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

Regular Board Meeting Dates through January 2018 as follows with a starting time of 7:00 PM in the Dover-Eyota High School Media Center:

February 13, 2017	July 10, 2017	December 11, 2017 ( <b>6:30 PM with the property tax mtg at 6 PM</b> )
March 13, 2017	August 14, 2017	January 8, 2018 to include an organizational meeting ½ hour prior
April 10, 2017	September 11, 2017	
May 8, 2017	October 9, 2017	
June 12, 2017	November 13, 2017	

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May 14, 2018	October 8, 2018	
June 11, 2018	November 12, 2018	

**School Levy Information Meeting for 2017** was set to be held 1 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 2017**

A motion was made by Member Andring, seconded by Member Austinson, and carried unanimously to approve the officers’ pay and Board salary for the Year 2017 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 Peterson, and seconded by Member Austinson 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, Peterson, Lehnertz, and Wrubel. Those voting against the same: none. The motion carried unanimously.

**Disclosure Statement**

A motion was made by Member Austinson, seconded by Member Lehnertz, 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 2017 Committees**

A motion was made by Member Peterson, seconded by Member Lehnertz, and carried unanimously to assign members for the Year 2017 committees as follows:

Board Committees

Meet and Confer	Wrubel, Lehnertz, Austinson
Negotiations	Peterson, Lehnertz, Andring
Purchasing	Andring, Peterson, Wrubel
Legislative	Austinson
Policy	Austinson, Nelson

Advisory Committees/Task Forces

Minnesota School Board Association	Austinson
Minnesota State High School League	Peterson
Assessment	Nelson
Calendar	Lehnertz
Community Education Advisory	Lehnertz

Crisis	Wrubel
District Media Review	Pagel
Dollars for Scholars	Peterson
Early Learning Council	Nelson
Gifted & Talented Advisory	Nelson
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 2017-2018 School Year**

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

Approved Activities Honoring Staff to include recognition breakfasts 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 \$20,000 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 Lehnertz, seconded by Member Austinson, and carried unanimously to adjourn the meeting at 7:06 PM.

Julie Austinson, Clerk  
Cb

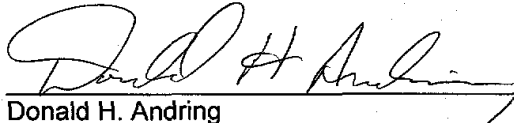
# Disclosure Statement

THIS DISCLOSURE STATEMENT, is made by Donald H. Andring this 9th day of January, 2017;

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, 2017

*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).....\$120.00  
(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.....\$8.00
  - Lunch.....\$12.00
  - Dinner.....\$16.00
  - Alternate Maximum.....\$40.00/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.

**More on reverse**

**(Attachment to the Miscellaneous Payments Schedule)**

**SUPERVISION PAY SCHEDULE  
Effective January 10, 2017**

Supervision

Football, Soccer	\$30
Inside events	\$30
Event Supervisor	\$65
Saturday Supervisor	\$17.50 per hour

Scoreboard

Football, Soccer	\$25
Inside events	\$35
9 <sup>th</sup> grade game-clock	\$10

Official Book

Football	\$25
Inside events	\$35
9 <sup>th</sup> grade-scorebook	\$10

Announcer

Football, Soccer	\$25
Inside events	\$27.50 \$35 Wr only

Lines

Volleyball	\$30
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Libero Tracker

Volleyball	\$30
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7-8<sup>th</sup> Grade Officials

ROA = Rochester Officials' Association

Volleyball (per grade level)	\$25 non-ROA	\$30 ROA
Basketball (per game)	\$25 non-ROA	\$30 ROA
Football (per game)	\$30 non-ROA	\$45 ROA
Baseball, Softball (per game)	\$25 non-ROA	\$50 ROA

9<sup>th</sup> Grade & B Officials

Football (12 minute quarters, stop time)	\$40	\$50 ROA
(less than 12 minute quarters)	\$35	\$45 ROA
Baseball, Softball	\$29 per game	need registered \$50 ROA
Basketball	\$30 per game	\$40 ROA

Ticketakers

Football	\$90 per game
Inside events	\$60 night (4:30-8 pm, 3 games)
Inside events	\$45 night (5:30-8 PM, 2 games)

Chain gang

Employee Event Pass