

# **ORGANIZATIONAL BOARD MEETING MINUTES**

Monday, January 10, 2011

Chair Pagel called the organizational meeting of the Dover-Eyota Board of Education, District #533, to order at 6:32 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Dan Johnson, Gene Loftus, Ron Pagel, Todd Peterson, Molly Rieke, Superintendent Bruce Klaehn and Student Board Member Laura Fierro. Absent: none. Also in attendance were Business Manager Gary Betcher, Administrative Assistant Chris Berg, and Kathy Martin.

The Pledge of Allegiance was recited.

## **Oath of Office**

Vice Chair Gene Loftus gave the Oath of Office to Ron Pagel, Don Andring, Dan Johnson and Todd Peterson.

## **Approval of Agenda**

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

## **Election of Officers for the Year 2011**

Chair Pagel called for nominations for the position of Board **Chair**. Member Andring nominated Ron Pagel for Chair. Chair Pagel called for nominations two more times and, hearing none, Member Andring made a motion casting a unanimous ballot for Ron Pagel as Chair. The motion was seconded by Member Rieke. A roll call vote was unanimous and the motion carried.

Chair Pagel called for nominations for the position of **Vice Chair**. Member Rieke nominated Gene Loftus for Vice Chair. Chair Pagel called for nominations two more times and, hearing none, Member Andring made a motion casting a unanimous ballot for Gene Loftus as Vice Chair. The motion was seconded by Member Johnson. A roll call vote was unanimous and the motion carried.

Chair Pagel called for nominations for the position of **Clerk**. Member Loftus nominated Dan Johnson. Chair Pagel called for nominations two more times and, hearing none, Member Rieke made a motion casting a unanimous ballot for Dan Johnson as Clerk. The motion was seconded by Member Peterson. A roll call vote was unanimous and the motion carried.

Chair Pagel called for nominations for the position of **Treasurer**. Member Johnson nominated Don Andring. Chair Pagel called for nominations two more times and, hearing none, Member Johnson made a motion casting a unanimous ballot for Don Andring as Treasurer. The motion was seconded by Member Loftus. A roll call vote was unanimous and the motion carried.

## **Adopt Resolution Regarding Columbus Day**

Supt. Klaehn advised that the state allows school districts to determine if they wish to consider Columbus Day an official holiday.

A motion was made by Member Loftus and seconded by Member Johnson to adopt the following resolution: The Dover-Eyota School Districts does not recognize Columbus Day as a holiday and, therefore, meetings can be held on that day. A roll call vote resulted in the following voting in favor: Loftus, Rieke, Peterson, Pagel, Johnson, Andring and Austinson. Those voting against the same: none. The resolution was adopted.

**Consent – Set Board Meeting Dates**

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

Regular Board Meeting Dates through January 2012 as follows with a starting time of 7:00 PM in the Dover-Eyota High School Media Center:

February 14, 2011	July 11, 2011	December 12, 2011
March 14, 2011	August 8, 2011	January 9, 2012 to include an
April 11, 2011	September 12, 2011	organizational meeting ½ hour prior
May 9, 2011	October 10, 2011	
June 13, 2011	November 14, 2011	

Regular Board Meetings through January 2013 to be held in the Dover-Eyota High School Media Center as indicated below with a starting time of 7:00 PM in the Dover-Eyota High School Media Center.

February 13, 2012	July 9, 2012	December 10, 2012
March 12, 2012	August 13, 2012	January 14, 2013 to include an
April 9, 2012	September 10, 2012	organizational meeting ½ hour prior
May 14, 2012	October 8, 2012	
June 11, 2012	November 12, 2012	

School Levy Information Meeting for 2011 was set for Mon., December 5, 2011 in the Dover-Eyota High School Media Center beginning at 7 PM.

**Set Officers’ Pay and Board Salary for the Year 2011**

A motion was made by Member Rieke, seconded by Member Loftus and carried unanimously for the officers’ pay and Board salary for the Year 2011 to remain at the following:

\$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
\$ 200.00	Additional salary for Clerk
\$ 150.00	Additional salary for Vice-Chair
\$1,800.00 for each bargaining unit	Negotiations Team (Payment made to team. Disbursement decisions made by team)
\$ 100.00	Per Day (or \$50 per half day) for attending Board-recommended conferences or training

**Consent – Board Assignment of Duties and Disclosure Statements**

A motion was made by Member Johnson, seconded by Member Loftus and carried unanimously to approve the following:

- 1) The Superintendent of Schools shall assign District Office staff to perform the duties of the offices of Board Clerk and Board Treasurer.
- 2) Require any Board member doing business with the school district to sign an annual disclosure statement (Attachment A).

**Consent – Assign Members for Year 2011 Committees**

A motion was made by Member Andring, seconded by Member Loftus and carried unanimously to assign members for the Year 2011 committees as follows:

Board Committees

Meet and Confer	Andring, Johnson, Austinson
Negotiations	Loftus, Rieke, Peterson
Purchasing	Andring, Loftus, Johnson
Legislative	Rieke, Austinson

Advisory Committees/Task Forces

Minnesota School Board Association	Johnson
Minnesota State High School League	Peterson
Calendar	Rieke
Community Education Advisory	Rieke
Crisis	Austinson
District Media Review	Pagel
Dollars for Scholars	Loftus
Gifted & Talented Advisory	Peterson
Hiawatha Valley Education District	Pagel
Playground	Austinson
Systems Accountability	Austinson
Safety	Andring
Assessment	Johnson
Technology	Johnson
Vocational Family	Loftus
Wellness	Loftus
Theater/Text Review	Austinson

Elected Offices

Southeast Service Cooperative	Andring
Three Rivers Conference	Pagel

It was noted that the Negotiating Team negotiates with the DEEA, DEPA, 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 2011-2012 School Year**

A motion was made by Member Rieke, seconded by Member Johnson and carried unanimously to approve the following Organizational Items:

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 funding Purchase of Flowers for staff in cases of employee's hospitalization, birth of child, and death, as well as death of employee's spouse, child or parent.

Approved Memberships in the Southeast Service Cooperative, Minnesota School Board Association, National School Board Association, Minnesota State High School League, Minnesota Rural Education Association, Minnesota Council for Quality, 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.

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 lunch accounts with overdrafts and to insufficient fund checks received by the school district.

Bidding would follow these guidelines: Any item for purchase exceeding \$20,000 would 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 Superintendent Bruce Klaehn 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 Rieke, seconded by Member Peterson and carried unanimously to adjourn the meeting at 6:58 PM.

Dan Johnson, Clerk  
Cb

Attachment A & B

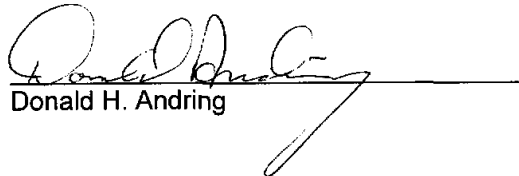
## Disclosure Statement

THIS DISCLOSURE STATEMENT, is made by Donald H. Andring this 10th day of January, 2011;

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 1/10/2011)

*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).....\$110.00  
(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 supt.....\$1.00 over Min. Wage + \$.50/yr. Exper.
  
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 1/10/2011)

	<u>Rate</u>	
<u>Supervision</u>		
Football, Soccer	\$26	
Inside events	\$26	
Event Supervisor	\$60	
Saturday Supervisor	\$17.50 per hour	
<u>Scoreboard</u>		
Football, Soccer	\$23	
Inside events	\$25	
9 <sup>th</sup> grade game	\$5	
9 <sup>th</sup> grade book	\$5	
<u>Official Book</u>		
Football	\$23	
Inside events	\$27.50	
<u>Announcer</u>		
Football, Soccer	\$23	
<u>Lines</u>		
Volleyball	\$27.50	
<u>Libero Tracker</u>		
Volleyball	\$27.50	
<u>7-8<sup>th</sup> Grade Officials</u>		
Volleyball	\$25 per grade level	<b>per Rochester association</b>
Basketball, Baseball, Softball, Football	\$25 per grade level	<b>per Rochester association</b>
<u>9<sup>th</sup> Grade &amp; B Officials</u>		
Head Ref – B only	\$45	
Football, Baseball, Softball	\$29 per game	
<u>9<sup>th</sup> Grade Officials</u>		
Basketball	\$29 per game	
<u>Ticketakers</u>		
Football	\$90 per game	
Inside events	\$60 night (4:30-8 pm, 3 games)	
Inside events	\$45 night (5:30-8 PM, 2 games)	
<u>Chain gang</u>	Employee Event Pass	