

# ORGANIZATIONAL BOARD MEETING MINUTES

Monday, January 11, 2010

Chair Pagel called the organizational meeting of the Dover-Eyota Board of Education, District #533, to order at 6:40 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Dan Johnson, Gene Loftus, Ron Pagel, Gary Pedersen, Molly Rieke, Superintendent Bruce Klaehn and Student Board Member Travis Schreier. Absent: none. Also in attendance were Chris Berg and Gary Betcher.

## Approval of Agenda

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

## Election of Officers for the Year 2009

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

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

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

## Consent – Set Board Meeting Dates

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

Regular Board Meeting Dates through January 2011 as follows with a starting time of 7:00 PM in the Dover-Eyota High School Media Center:

February 8, 2010	July 12, 2010	December 13, 2010
March 8, 2010	August 9, 2010	January 10, 2011 to include an
<b>April 19, 2010</b>	September 13, 2010	organizational meeting ½ hour prior
May 10, 2010	October 18, 2010	
June 14, 2010	November 8, 2010	

Regular Board Meetings through January 2012 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 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 17, 2011	
June 13, 2011	November 14, 2011	

Set School Levy Information Meeting for 2010 was set for Mon., December 6, 2010 in the Dover-Eyota High School Media Center beginning at 7 PM.

**Set Officers' Pay and Board Salary for the Year 2010**

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to approve the officers' pay and Board salary for the Year 2010 to remain at:

\$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	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 2010 Committees**

A motion was made by Member Pedersen, seconded by Member Rieke and carried unanimously to assign members for the Year 2009 committees as follows:

Board Committees

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

Advisory Committees/Task Forces

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

Elected Offices

Southeast Service Cooperative	Andring
Three Rivers Conference	Pagel

It was noted that the Negotiating Team negotiates with the DEEA 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 2010-2011 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 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 Andring, seconded by Member Johnson and carried unanimously to adjourn the meeting at 6:55 PM.

Dan Johnson, Clerk  
Cb

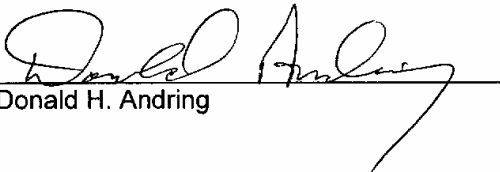
## Disclosure Statement

THIS DISCLOSURE STATEMENT, is made by Donald H. Andring this 11th day of January, 2010;

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 1/12/09)

*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 1/12/09)

	<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