

ORGANIZATIONAL BOARD MEETING MINUTES

Tuesday, January 13, 2009

Chair Pagel called the organizational meeting of the Dover-Eyota Board of Education, District #533, to order at 6:53 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Dan Johnson (6:59 PM), Gene Loftus, Ron Pagel, Gary Pedersen, Molly Rieke, Superintendent Bruce Klaehn and Student Board Member Travis Schreier. Absent: Julie Austinson. Also in attendance were Chris Berg and Gary Betcher.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Oath of Office

Chair Ron Pagel administered the oath of office to Molly Rieke.

Approval of Agenda

Superintendent Klaehn asked that the high school student lunch price in Item 10m be corrected to read \$1.95.

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 entertained a motion for nominations for the position of Board **Chair**. Member Andring nominated Ron Pagel. Chair Pagel called for nominations two more times and, hearing none, asked for a unanimous ballot motion. Member Andring made a motion casting a unanimous ballot for Ron Pagel as Chair. The motion was seconded by Member Pedersen. A roll call vote resulted in the following voting in favor: Loftus, Pedersen, Rieke, Johnson, Pagel, and Andring. Those against the same: none. The motion carried unanimously.

Chair Pagel entertained a motion for nominations for the position of **Vice Chair**. Member Pedersen nominated Gene Loftus. Chair Pagel called for nominations two more times and, hearing none, asked for a unanimous ballot motion. Member Andring made a motion casting a unanimous ballot for Gene Loftus as Vice Chair. The motion was seconded by Member Pedersen. A roll call vote resulted in the following voting in favor: Loftus, Pedersen, Rieke, Johnson, Pagel, and Andring. Those against the same: none. The motion carried unanimously.

Chair Pagel entertained a motion for nominations for the position of **Clerk**. Member Loftus nominated Dan Johnson. Chair Pagel called for nominations two more times and, hearing none, asked for a unanimous ballot motion. Member Pedersen made a motion casting a unanimous ballot for Dan Johnson as Clerk. The motion was seconded by Member Loftus. A roll call vote resulted in the following voting in favor: Loftus, Pedersen, Rieke, Johnson, Pagel, and Andring. Those against the same: none. The motion carried unanimously.

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, asked for a unanimous ballot motion. Member Loftus made a motion casting a unanimous ballot for Don Andring as Treasurer. The motion was seconded by Member Johnson. A roll call vote resulted in the following voting in favor: Loftus, Pedersen, Rieke, Johnson, Pagel, and Andring. Those against the same: none. The motion carried unanimously.

Consent – Set Board Meeting Dates

Discussion included the administration's recommendation to set Board meetings on the Monday after the 10th of the month.

A motion was made by Member Pedersen that meetings through January 2011 remain on the second Monday of the month except for the October meetings which will be held on the third Monday and that the Truth in Taxation meetings be held as recommended. The motion was seconded by Member Andring and carried unanimously.

Regular Board Meeting dates through January 2010 as follows with a starting time of 7:00 PM in the Dover-Eyota High School Media Center:

February 9, 2009	July 13, 2009	December 14, 2009
March 9, 2009	August 10, 2009	January 11, 2010 to include a
April 13, 2009	September 14, 2009	re-organizational meeting held ½ hour
May 11, 2009	October 19, 2009	prior to the regular meeting
June 8, 2009	November 9, 2009	

Regular Board Meetings 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 a
April 12, 2010	September 13, 2010	re-organizational meeting ½ hour prior
May 10, 2010	October 18, 2010	
June 14, 2010	November 8, 2010	

Truth in Taxation Hearings to be held on Monday, December 7, 2009 for the initial hearing at 7:00 PM and Monday, December 14, 2009 for the continuation (if needed) to be held at 6:30 PM, both to be held the Dover-Eyota High School Media Center. If it was determined that the district was not required to hold these meetings, the public would receive ample notice of their cancellation.

Set Officers’ Pay and Board Salary for the Year 2009

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 2009 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 (disbursement decided 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 Rieke 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.

Consent – Assign Members for Year 2009 Committees

A motion was made by Member Rieke, seconded by Member Johnson 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
Assessment	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 - Set Band, Athletic, Community Education and Miscellaneous Fees for 2009-2010 School Year and Approve Organizational Items for the 2009-2010 School Year

The Board discussion included whether to set fees now and revise them later after legislative funding is determined or to set the fees after obtaining more budget information.

Member Johnson made a motion to set the Athletic, Band, Community Education and Miscellaneous Fees for the 2008-2009 school year. The motion was seconded by Member Andring. A roll call vote resulted in the following voting in favor: Johnson. Those voting against the same: Loftus, Pedersen, Rieke, Pagel and Andring. The motion failed.

Member Pedersen felt that it would be difficult to make a decision on fees and other organizational items without budget information. He made a motion to make the setting of the fees part of the annual budgeting process. The motion was seconded by Member Rieke and carried unanimously.

Supt. Klaehn relayed that these items would become part of the final assumptions. He added that some of the organizational matters needed to be approved at this time. The Board identified those items.

Member Rieke made a motion to make the **additional** following items part of the annual budgetary process to be voted on in upcoming months: building rental rates, 2009-2010 coaching staff, meal prices, and athletic ticket prices. The motion was seconded by Member Pedersen and the motion carried unanimously.

Member Johnson made a motion to approve the remaining organizational Items (listed below). The Board discussed the administration's recommendation to change the bidding procedures **from** "the bidding process will be followed for any item/services costing \$35,000 or more and at least two quotes would be obtained on any item costing from \$10,000 to \$35,000" **to** "any item for purchase exceeding \$20,000 be brought to the Board for determination of the purchase process." Member Rieke felt that amount should be reduced to \$10,000 and Supt. Klaehn explained how easy it was to reach that \$10,000 mark and gave several examples of current projects.

The motion to approve the remaining organizational items as presented was seconded by Member Loftus. A roll call vote was taken with the following voting in favor: Loftus, Johnson, Pagel, and Andring. Those voting against the same: Pedersen and Rieke. The motion carried to approve the following 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 A).

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.

Adjournment

A motion was made by Member Pedersen, seconded by Member Johnson and carried unanimously to adjourn the meeting at 7:42 PM.

Dan Johnson, Clerk
cb

DOVER-EYOTA ISD #533
Miscellaneous Payments Schedule

(Effective 2009-2010 fiscal year)

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
3. Workers at athletic events:
 - Officials for "C" Games..... \$20.80 / event / evening
 - Supervisor.....\$26.00 / event / evening
 - Ticket Taker.....\$15.60 / event / evening
 - Timers & Scorers.....\$20.80 / event / evening
4. Student assistant to the custodian / approved by supt.....\$1.00 over Min. Wage + \$.50/yr. Exper.
5. Mileage at current IRS Approved Rate.....\$.55/mile
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.

continued

(Attachment to the Miscellaneous Payments Schedule)

SUPERVISION PAY SCHEDULE
(Effective 2009-2010 fiscal year)

	<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 th grade game	\$5	
9 th 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>7-8th Grade Officials</u>		
Volleyball	\$25 per grade level	per Rochester association
Basketball, Baseball, Softball, Football	\$25 per grade level	per Rochester association
<u>9th Grade & B Officials</u>		
Head Ref – B only	\$45	
Football, Baseball, Softball	\$29 per game	
<u>9th 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	