

ORGANIZATIONAL BOARD MEETING MINUTES

Monday, January 8, 2007

Chair Pedersen called the organizational meeting of the Dover-Eyota Board of Education, District #533, to order at 7:08 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Judy Brandt, Dan Johnson (7:09 PM), Ed Kaehler, Gene Loftus, Ron Pagel, Gary Pedersen, Superintendent Bruce Klaehn and Danielle Storm representing Student Board Member Kim Andring. Absent: none. Also in attendance were Principals Jeanne Svobodny and Todd Rowekamp, Chris Berg, Gary Betcher, Jane Hobbs, and John Pittenger.

The Pledge of Allegiance was recited.

Approval of Agenda

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

Oath of Office

Members Gary Pedersen, Don Andring, Dan Johnson and Ron Pagel were given the oath of office by Superintendent Bruce Klaehn.

Election of Officers for the Year 2007

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

Member Pedersen thanked the School Board for the opportunity to serve as Chair for two years and Supt. Klaehn thanked him for his service in that capacity.

Chair Pagel presided over the remainder of the meeting.

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

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

Superintendent Klaehn advised of a New Officer's Workshop in February and indicated he would accompany any Board member wishing to attend.

Consent – Set Board Meeting Dates

Superintendent Klaehn indicated that staff had recommended Board meetings be held on Thursday nights as it made for a long week when Monday night Board meetings ran late into the evening. Board discussion included starting the meetings earlier as a courtesy to the staff who attend, an earlier start time conflicting with Board committee meetings, attempting to shorten the meeting length by reducing the agenda,

combining agenda items into consent categories, and the importance of maintaining discussions but limiting their length.

A motion was made by Member Pedersen to approve the Regular Board Meeting Dates as follows with a starting time of 7:00 PM in the Dover-Eyota High School Media Center:

February 12, 2007	July 9, 2007	December 10, 2007
March 12, 2007	August 13, 2007	January 14, 2008 to include a
April 16, 2007	September 10, 2007	re-organizational meeting ½ hour prior
May 14, 2007	October 15, 2007	
June 11, 2007	November 19, 2007	

The motion was seconded by Member Kaehler. A roll call vote was taken with the following voting in favor: Loftus, Pedersen, Kaehler, Johnson and Brandt. Voting against the same: Andring and Pagel. The motion carried 5 to 2.

A motion was made by Member Loftus, seconded by Member Kaehler and carried unanimously to approve the Regular Board Meetings to be held in the Dover-Eyota High School Media Center as indicated below with the start time to be determined at the January 2008 Organizational Board meeting:

February 11, 2008	July 14, 2008	December 8, 2008
March 10, 2008	August 11, 2008	January 12, 2009 to include a
April 14, 2008	September 8, 2008	re-organizational meeting held ½ hour
May 12, 2008	October 6, 2008	prior to the regular meeting
June 9, 2008	November 10, 2008	

A motion was made by Member Brandt, seconded by Member Johnson and carried unanimously to set the Truth in Taxation Hearings on Monday, December 3, 2007 for the initial hearing at 7:00 PM and Monday, December 10, 2007 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 2007

A motion was made by Member Andring to approve the officers' pay and Board salary for the Year 2007 to remain as follows with the reinstatement of the workshop per diem:

\$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
\$ 100.00	Per Day (or \$50 per half day) for attending Board- recommended conferences or training

The motion was seconded by Member Pedersen.

Member Kaehler disagreed with reinstating the workshop per diem. Superintendent Klaehn advised that many of the cutbacks had been reinstated (supplies, custodian, etc.) and that he recommended the per diem also be renewed. Member Pedersen indicated that the board of directors of many groups and organizations received compensation for staff development and he felt it was important to promote educational training to Board members. Member Brandt indicated that she must take vacation or no pay from her job to attend Board workshops and felt that compensation was justified. Member Andring added that the training for Board members was just like staff development training for the school district's staff. It was noted that every Board member had the choice not to seek a per diem if they so wished.

A roll call vote was taken on the motion to approve the officer's pay and Board salary with the inclusion of the workshop per diem. The following voted in favor: Loftus, Pedersen, Johnson, Pagel, Andring and Brandt. Voting against the same: Kaehler. The motion carried 6 to 1.

Consent – Board Assignment of Duties and Disclosure Statements

A motion was made by Member Pedersen and seconded by Member Loftus 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).

A roll call vote was taken and the motion carried unanimously.

Consent – Assign Members for Year 2007 Committees

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to assign members for the Year 2007 committees as follows:

Board Committees

Meet and Confer	Andring, Johnson, Loftus
Negotiations	Brandt, Kaehler, Pedersen
Purchasing	Andring, Loftus, Brandt
Legislative	Kaehler, Pedersen

Advisory Committees/Task Forces

Minnesota School Board Association	Johnson
Minnesota State High School League	Pedersen
Student Achievement	Johnson
Calendar Committee	Pedersen
Community Education Advisory Committee	Kaehler
Crisis Task Force	Brandt
District Media Review Task Force	Pagel
Dollars for Scholars Committee (awards & scholarship)	Loftus
Facilities Assessment Committee	Kaehler, Johnson
Gifted & Talented Advisory Committee	Pedersen
Hiawatha Valley Education District	Pagel
Playground Committee	Kaehler
Systems Accountability Committee	Brandt
Safety Committee	Andring
Technology Committee	Johnson
Vocational Family Committee	Loftus
Wellness Committee	Johnson

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 2007-2008 School Year

A motion was made by Member Brandt, seconded by Member Kaehler and carried unanimously to set the Band, Athletic, Communication and Miscellaneous Fees for the 2007-2008 school year as follows:

High School Athletic fees remained at \$50 for junior high school (grades 7-8) and \$75 for senior high school (grades 9-12) per sport.

Community Education Athletic fees for grades K-6 remained at up to \$40 per sport, allowing the Community Education Director to set fees according to the expenses.

Band rental fees remained at \$35.

Miscellaneous fees remained as follows:

- i. per copy fee of 15 ¢ for each 8.5"x11" or 11"x17" copy on white or color paper;

- ii. penalty fee of \$100 per violation for being on the roof of any school district facility without permission;
- iii. when the Denver Boot was applied to the tire of a vehicle incorrectly parked in a school district parking lot, the violator would pay a fee of \$15 to have it removed;
- iv. penalty fee of \$5 per violation would be assessed students and the cell phone confiscated for the remainder of the day for inappropriate use of a cell phone.

Consent - Approve Organizational Items for the 2007-2008 School Year

A motion was made by Member Pedersen to approve organizational items except for Flowers for Staff, which would be pulled out for discussion.

Superintendent Klaehn indicated that the current meal per diem rates of \$6 for breakfast, \$12 for lunch and \$15 for dinner were not always feasible and asked that they be set at \$12 per meal or \$36 per day. Member Pedersen amended his motion by also pulling out the Per Diem Rates and Memberships. The amended motion was seconded by Member Johnson and carried unanimously. The following items were approved:

Building Rental Rates

Building rental rates remained as follows with a 10% fuel surcharge added November through March:

	<u>District per day</u>	<u>Non-District per day</u>
Elementary Gym/Multi-Purpose	\$ 100.00	\$ \$190.00
Elementary Kitchen (plus Cook Charge)	\$ 75.00	\$ 175.00
High School Commons	\$ 100.00	\$ 150.00
High School Kitchen (plus Cook Charge)	\$ 100.00	\$ 200.00
High School Gym	\$ 200.00	\$ 390.00
High School Auditorium	\$ 150.00 1 st Hr	\$ 300.00 1 st Hr
	& \$50.00 per hour thereafter	& \$100.00 per hour thereafter
(a light/sound person may also be required depending on the extensive need of this equipment)		
High School Multi-Purpose Room	\$ 50.00	\$ 130.00
Dover Gym	\$ 50.00	\$ 130.00
All Classrooms (per room)	\$ 20.00	\$ 100.00
Custodian Charge (2-hour minimum)	\$ 26.00 Per Hour	
Cook Charge (2-hour minimum)	\$ 26.00 Per Hour	
Lighting/Sound Technician (2-hour minimum)	\$ 26.00 Per Hour	
Ball Fields	\$ 25.00 Per Hour, Per Field	
Deposit	\$250.00 for Class III rental	

The school district reserves the right to deny the facilities to any individual or group.

Groups and individuals may use the high school indoor concession stand refrigerator and sink at no charge, rather than renting the kitchen facilities.

The District-wide Mileage Rate was set to follow the current Internal Revenue Service rate.

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.

Student Teacher Agreements would be renewed with Winona State University, St. Mary's University, Luther College and Dakota State University.

Approved the 2007-2008 Coaching Staff:

	<u>Asst.</u>				
	<u>Head</u>	<u>Head</u>	<u>B</u>	<u>9th</u>	<u>C</u>
Football	1	1	1	1	2
Volleyball	1		1	1	2
Cross Country	1				
Wrestling	1		1		.5 (half-time)
Golf	1				1
Baseball	1		1		2
Boys' Basketball	1	1	1	1	2
Girls' Basketball	1		1	1	2
Track	1		2		
Softball	1		1		2
Weightlifting	1				
Cheerleading	1				
Danceline	1				
Soccer	1	1			1

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 Official School Newspapers: the *Dover-Eyota Eagle* as the official school newspaper for all business items that fit within its publishing timelines/deadlines and the Rochester *Post Bulletin* as the official school newspaper for all other items.

Named the Official School Radio and Television Stations as KROC 1340 AM and 106.9 FM (radio) and KTTC Channel 10 (television).

Substitute Teacher Pay remained at \$100 per day.

Student Pay would follow the minimum wage law with an annual step increase of 50¢ per hour.

Meal Prices for the 2007-2008 school year would remain as elementary lunch at \$1.45, elementary breakfast at \$1.00, high school lunch at \$1.70, high school breakfast at \$1.00, adult lunch at \$2.70, adult breakfast at \$1.30, and \$.35 for milk.

Continued the Overdraft Fee of \$30 to be assessed to lunch accounts with overdrafts and to insufficient fund checks received by the school district.

Athletic Ticket Prices would follow the conference guidelines, \$30 for adult 10-event punch pass, \$20 for student 10-event punch pass, and free Golden Age Passes for senior citizens (age 62 and older) residing in our district. The school district would follow the Three Rivers Conference rules in regard to whether or not admissions were charged at the various levels of each sport.

Bidding would remain the same in that the School District would require the bidding process 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.

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.

Approve Organizational Items for the 2007-2008 School Year Continued

Member Pedersen made a motion to approve funding 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. Superintendent Klaehn relayed that this was the auditor's recommendation. The motion was seconded by Member Kaehler and carried unanimously.

Discussion was held on whether or not to renew the membership with the National School Board Association, which had been eliminated during budget cuts. Some of those budget cuts had been reinstated (i.e., supply budgets, part-time custodian, etc.) and it was felt that the NSBA membership should also be reinstated.

A motion was made by Member Johnson to Approve Memberships in the Southeast Service Cooperative, Minnesota School Board Association, National School Board Association, Minnesota State High School League, Minnesota Rural Education Association, Minnesota Academic Excellence Foundation,

Minnesota Council for Quality and Rochester Area Math/Science Partnership. Member Pedersen seconded the motion and indicated that the school district would send the wrong message by not being a member. The motion carried unanimously.

A motion was made by Member Andring to approve Per Diem Rates of \$12 per meal or \$36 per day and eliminate the different rate for out of state meetings. The motion was seconded by Member Loftus and carried unanimously.

Adjournment

A motion was made by Member Pedersen, seconded by Member Brandt and carried unanimously to adjourn the meeting at 7:59 PM.

Dan Johnson, Clerk
cb

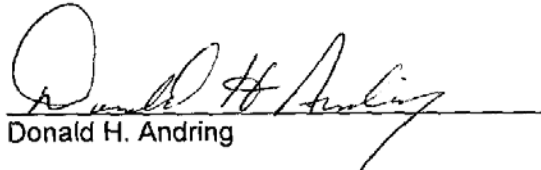
Disclosure Statement

THIS DISCLOSURE STATEMENT, is made by Donald H. Andring this 8th day of January, 2007;

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