



AGENDA
ORGANIZATIONAL/REGULAR MEETING
ROYALTON BOARD OF EDUCATION
MS/HS MEDIA CENTER CLASSROOM
JANUARY 6, 2014
7:30 PM

1. Call to Order

Director Carlson is the temporary Chairperson until the election of a chairperson. The Board may retain her as temporary chair to conduct the election of officers or choose someone else on the Board for the purpose of conducting the election. The superintendent cannot chair an election. After the election of the chairperson, that person assumes the chair and runs the remainder of the election and the meeting. However, the new chair could defer assuming the chairpersonship until a later point in the meeting or even the next meeting.

2. Pledge to Flag

3. Roll Call

Jim Block _____	Dale Lenz _____
Michelle Carlson _____	Jeff Swenson _____
Tom Justin _____	Liz Verley _____

4. Election of Officers

The Board has traditionally elected 4 officers though only a chair, clerk and treasurer are required. Directors currently holding offices retain those offices until they are replaced. In the event of a tie vote for an incumbent position, the incumbent retains the position. Tie votes for open positions require continued attempts to break the tie or, failing that, some type of compromise, or the responsibility falls to the next officer in line until the tie can be resolved.

Nominations do not require a second. Officers are voted on in the order nominated until someone is elected.

- a) Chairperson
- b) Vice-Chairperson
- c) Clerk
- d) Treasurer

a. Chairperson

- 1) Director _____ nominated

2) Director _____ nominated

Upon election Director _____ is declared Chairperson by _____ vote.

b. Vice-Chairperson

1) Director _____ nominated

2) Director _____ nominated

Upon election Director _____ is declared Vice-Chairperson by _____ vote.

c. Clerk

1) Director _____ nominated

2) Director _____ nominated

Upon election Director _____ is declared Clerk by _____ vote.

d. Treasurer

1) Director _____ nominated

2) Director _____ nominated

Upon election Director _____ is declared Treasurer by _____ vote.

5. Approval of Agenda

It was moved by Director _____ and seconded by Director _____ to approve the agenda as presented/amended. Motion carried by _____ vote.

6. Approval of Minutes

It was moved by Director _____ and seconded by Director _____ to approve the minutes of the truth in taxation and regular meeting on December 16, 2013 as presented/corrected. Motion carried by _____

vote.

7. Claims, Accounts and Financial

It was moved by Director _____ and seconded by Director _____ to approve December bills due and payable amounting to \$40,196.37 including wire payments, check numbers 59108-59148, and employee reimbursements. Summary as follows:

<u>Fund #</u>	
01	General Fund.....\$39,082.07
02	Food Service..... 328.03
11	Activities..... 786.27

And to approve all other financial reports as presented. Motion carried by _____ vote.

8. Appreciation, Recognition and Presentations

9. Recognition of Citizens for Input Purposes

10. Reports/Good News

- a. Royalton Mayor’s Report
- b. Business Manager’s Report
- c. Principals’ Reports
- d. Superintendent’s Report
- e. Board Committee Reports

11. Organizational Action Items

- a. Setting of Regular Meeting Time and Dates

This past year, the Board held 12 regular and 7 special meetings. The Board has routinely scheduled special meetings for goal setting, board self-evaluation and superintendent evaluation.

The Board has met on the third Monday of the month at 6:00 PM. We cannot hold a meeting on legal holidays, except Columbus Day and the Friday after Thanksgiving.

Agendas have been sent out on Wednesdays prior to the regular meetings.

It was moved by Director _____ and seconded by Director _____ to set the regular meeting time at 6:00 PM and 2014 dates for January 6th, February 10, March 17, April 21, May 19, June 16,

July 21, August 18, September 15, October 20, November 17 and December 15. Motion carried by ___ vote.

b. Setting of Compensation for Directors

Compensation is set at \$50 for regular board meetings (regardless of length), special board meetings (regardless of length), committee and other meetings less than 4.5 hours. Compensation increases to \$85 for all-day meetings (more than 4.5 hours/day). The chairperson receives a \$300/year stipend.

It was moved by Director _____ and seconded by Director _____ to set director compensation for the year 2014 at \$___ for all regular, special, committee and other meetings less than 4.5 hours; \$___ for all-day meetings (more than 4.5 hours/day); and \$___/annual stipend for the chairperson. Motion carried by ___ vote.

c. Naming of Official Depositories for District Funds

It was moved by Director _____ and seconded by Director _____ to name Pine Country Bank and Minnesota School District Liquid Asset Fund as Official Depositories for School District Funds. Motion carried by ___ vote.

d. Investment of Funds

In the past, the Board has authorized the business manager to make investments. All investments are reported to the Board.

It was moved by Director _____ and seconded by Director _____ to have Mary Plante, Business Manager invest funds on behalf of the School District. Motion carried by ___ vote.

e. Annual Delegation of Authority to Make Electronic Fund Transfers

The Auditor requires the Board to designate someone to make electronic fund transfers. The Business Manager has been assigned to do this in the past.

It was moved by Director _____ and seconded by Director _____ to delegate the authority to make electronic fund transfers to Mary Plante, Business Manager. Motion carried by ___ vote.

f. Naming of Official Newspaper

It was moved by Director _____ and seconded by Director _____

_____ to name the Morrison County Record as the Official Newspaper. Motion carried by ____ vote.

g. Naming of Representatives and Committee Members

1. Naming of Minnesota State High School League Representatives (Presently Dale Lenz & Jeff Swenson, Alt.)

It was moved by Director _____ and seconded by Director _____ to name Director _____ and Director _____ (alternate) as Minnesota State High School League Representatives. Motion carried by ____ vote.

2. Naming of Curriculum Advisory Committee Representatives (Presently Jim Block & Michelle Carlson)

Minnesota school districts are required to have in place a district process for addressing continuous improvement, community involvement and annual public reporting on curriculum, instruction and student achievement. The committee may review curriculum, discuss the effectiveness and relevance of present curriculum, make recommendations for curriculum changes, discuss instructional delivery systems, etc.

On an annual basis the committee makes recommendations to the Board regarding curriculum and instruction. The committee membership is to include parent and community members, teachers, and administrators. If possible, the majority of the membership should be parent/community members.

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____ as Curriculum Advisory Committee Representatives. Motion carried by ____ vote.

3. Naming of Legislative Liaison Representatives (Presently Tom Justin & Liz Verley, Alt.)

The representatives receive all legislative updates from MSBA and is responsible for keeping the Board updated on legislative issues. The representatives are also eligible to run for MSBA's Delegate Assembly.

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____

_____ (alternate) as Legislative Liaison Representatives.

Motion carried by ___ vote.

4. Naming Meet and Confer Representatives (Presently Jim Block, Dale Lenz & Jeff Swenson)

The superintendent meets with teacher representatives five times a year as per Master Agreement, usually every other month, to discuss non-contractual concerns. Meetings usually start at 3:15 p.m. and seldom last more than one hour. This does not require board representation.

It was moved by Director _____ and seconded by Director _____ to name Directors _____, _____ and _____ as Meet and Confer Representatives.

Motion carried by ___ vote.

5. Naming of Labor-Management Representatives (Presently Jim Block & Tom Justin)

This committee meets with RESP twice a year through a memorandum of understanding.

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____ Labor-Management Representatives. Motion carried by ___ vote.

6. Naming of Representatives to Mid-State Education District Board (Presently Dale Lenz & Tom Justin, Alt.)

The representative is expected to attend monthly meetings as the voting representative from Royaltown School District. This group sets policy for Mid-State Education District based on recommendations from the member districts' superintendent in areas of special education, technology and distance learning. Five school districts receive special education services. Nine school districts receive technology services.

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____ (alternate) as Mid-State Education District Representatives. Motion carried by ___ vote.

7. Naming of Continuing Education Committee Representatives (Presently Michelle Carlson & Jim Block, Alt.)

The continuing education committee consists of two elementary teachers, two MS/HS teachers, a principal and a board member. The committee is primarily responsible for the review, approval and denial of requests for continuing education clock hour credits.

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____ (alternate) as Continuing Education Committee Representatives. Motion carried by ____ vote.

8. Naming of National Joint Power Alliance Representatives (Presently Liz Verley & Dale Lenz, Alt.)

The National Joint Powers Alliance (NJPA) has expanded its operations from a regional service cooperative providing health insurance and low-incidence special Ed services to schools to a large scale purchasing cooperative for governmental agencies. Representatives would attend one meeting a year in the Brained area. Roylton School District receives health insurance and environmental health and safety services from NJPA.

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____ (alternate) as the National Joint Powers Alliance Assembly Representatives. Motion carried by ____ vote.

9. Naming of Comparable Worth Committee Representatives (Presently Tom Justin & Dale Lenz, Alt.)

This committee meets every three years to reevaluate the School District's compensation system. The committee examines and determines if there is fair equity pay between male and female employees. In addition, the committee reviews and determines whether or not any employee positions/groups need to be compensated at a higher hourly rate or salary.

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____ (alternate) as the Comparable Worth Committee Representatives. Motion carried by ____ vote.

10. Naming of Staff Development Committee Representatives (Presently Jim Block & Michelle Carlson)

The function of this committee is to establish and maintain a staff development plan that is consistent with the education outcomes the Board has determined. The committee may also assist site (building) teams in the development of plans that are consistent with district goals. The committee may also evaluate the staff development efforts of each site. The district committee is composed of teachers, non-teaching staff, parents, administrators and a board member.

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____ as Staff Development Committee Representatives. Motion carried by ___ vote.

11. Naming of Non-Union Negotiation Representatives. (Presently Jim Block, Liz Verley & Tom Justin)

It was moved by Director _____ and seconded by Director _____ to name Directors _____, _____ and _____ as Non-Union Negotiation Representatives. Motion carried by ___ vote.

12. Naming of Royalton Education Support Personnel (RESP) Negotiation Representatives. (Presently Jim Block, Liz Verley & Tom Justin)

It was moved by Director _____ and seconded by Director _____ to name Directors _____, _____ and _____ as RESP Negotiation Representatives. Motion carried by ___ vote.

13. Naming of Royalton Education Minnesota (REM) Negotiation Representatives (Presently Tom Justin, Dale Lenz & Jeff Swenson)

It was moved by Director _____ and seconded by Director _____ to name Directors _____, _____ and _____ as REM Negotiation Representatives. Motion carried by ___ vote.

14. Naming of Principal Negotiation Representatives (Presently Tom Justin, Jeff Swenson, & Liz Verley)

It was moved by Director _____ and seconded by Director _____ to name Directors _____, _____

and _____ as Principal Negotiation Representatives. Motion carried by ____ vote.

15. Naming of Superintendent Negotiation Representatives (Presently Tom Justin, Jeff Swenson, & Liz Verley)

It was moved by Director _____ and seconded by Director _____ to name Directors _____, _____ and _____ as Superintendent Negotiation Representatives. Motion carried by ____ vote.

16. Naming of City Council Meeting Representatives (Presently Michelle Carlson for Bowlus & Jim Block for Royalton)

It was moved by Director _____ and seconded by Director _____ to have Director _____ represent the School District at Bowlus City council meetings once per month and Director _____ represent the School District at the Royalton City council meetings once per month. Motion carried by ____ vote.

17. Naming of Wellness Committee Representatives (Presently Liz Verley & Jeff Swenson, Alt.)

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____ (alternate) as Wellness Committee Representatives. Motion carried by ____ vote.

18. Naming of Policy Committee Representatives (Presently Jim Block, Michelle Carlson & Jeff Swenson)

It was moved by Director _____ and seconded by Director _____ to name Directors _____, _____ and _____ as Policy Committee Representatives. Motion carried by ____ vote.

19. Naming of Representatives to Schools for Equity in Education (Presently Dale Lenz & Liz Verley)

Schools for Equity in Education (SEE) is an association of 62 school districts throughout the state of Minnesota. Their member school districts serve approximately 250,000 children, over one-third of Minnesota's K-12 public school students. SEE is committed to the following: 1) equal access to a quality education for all of Minnesota's students regardless of the property wealth in their local school district; 2) legislation that ensures equitable distribution of school resources; 3)

a property tax system that is fair and provides equal access to referendum and bond revenue for low property wealth school districts, communities and their taxpayers; and 4) holding elected state officials accountable for adequate and equitable funding and policy that enables all students to meet state and federal academic standards and allows them to reach their highest potential.

It was moved by Director _____ and seconded by Director _____ to name Directors _____ and _____ as Representatives to Schools for Equity in Education (SEE). Motion carried by ___ vote.

h. Other Organizational Action Items

12. Regular Action Items

a. Approval of Hiring

It was moved by Director _____ and seconded by Director _____ to approve the hiring of Melanie Cimenski as the one act play advisor for the 2013-14 school year effective December 27, 2013 as per administrative recommendation. Motion carried by ___ vote.

13. Discussion Items

a. Facilities Planning with Springsted/Kraus-Anderson/Worner Associates

b. School Security

c. Other Discussion Items

14. Information Items

a. 2014 Minnesota School Boards Association (MSBA) Leadership Conference

The Board will be attending the 2014 MSBA Leadership Conference on January 15-17. The annual school board training and conference is held in Minneapolis, MN.

b. Enrollment Information

c. Other Information Items

15. Upcoming Meeting Schedule

- Special Board Meeting-January 13, 2014 at 6:00 PM
- MSBA Conference-January 15-17, 2014

16. Closing Meeting for Negotiation Strategies

It was moved by Director _____ and seconded by Director _____ to close the meeting for negotiation strategies, as allowed by

MN Statute 13D.03. Motion carried by ____ vote.

17. Adjournment

It was moved by Director _____ and seconded by Director _____ to adjourn the meeting at _____ p.m. Motion carried by _____ vote.