



AGENDA  
ORGANIZATIONAL MEETING  
ROYALTON BOARD OF EDUCATION  
MS/HS MEDIA CENTER  
JANUARY 4, 2016  
6:00 PM

1. Call to Order

Director Block is the temporary Chairperson until the election of a chairperson. The Board may retain him 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 _____
Randy Hackett _____	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. Recognition of Citizens for Input Purposes

7. Organizational Action Items

a. Setting of Regular Meeting Time and Dates

This past year, the Board held 12 regular and 10 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 2016 dates for January 11, February 22, March 21, April 18, May 16, June 20, July 18, August 15, September 19, October 17, November 21 and December 19. Motion carried by \_\_\_ vote.

b. Setting of Compensation for Directors

Compensation for regular board meetings, special board meetings, committee and other meetings is set at \$25 for less than 2 hours, \$50 for 2 to 4.5 hours, and \$85 for more than 4.5 hours. The chairperson receives a \$300/year stipend.

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to set director compensation for the year 2016 at \$\_\_\_\_ for less than 2 hours, \$\_\_\_\_ for 2 to 4.5 hours, and \$\_\_\_\_ for more than 4.5 hours. The chairperson receives a \$\_\_\_\_/year stipend. 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, Minnesota School District Liquid Asset Fund, and MN Trust (PMA) 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 Bowlus City Council Meeting Representative (Presently Michelle Carlson)

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

2. Naming of Comparable Worth Committee Representatives (Presently Dale Lenz and Randy Hackett, 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.

3. Naming of Continuing Education Committee Representatives (Presently Michelle Carlson & Randy Hackett, 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.

4. 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.

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

5. Naming of Facilities Committee Representatives (Presently Jim Block, Dale Lenz & Liz Verley)

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to name Directors \_\_\_\_\_ and \_\_\_\_\_ as Facilities Committee Representatives. Motion carried by \_\_\_ vote.

6. Naming of Labor-Management Representatives (Presently Jim Block & Liz Verley)

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.

7. Naming of Legislative Liaison Representatives (Presently Liz Verley &

Randy Hackett, 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.

8. Naming Meet and Confer Representatives (Presently Randy Hackett, 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.

9. Naming of Representatives to Mid-State Education District Board (Presently Dale Lenz & Liz Verley, Alt.)

The representative is expected to attend monthly meetings as the voting representative from Royalton 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.

10. 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.

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

Royalton School District receives health insurance and environmental health and safety services from NJPA. Representatives attend one meeting a year in the Brained area.

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.

12. Naming of Non-Union Negotiation Representatives. (Presently Jim Block, Jeff Swenson, & Liz Verley)

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

13. Naming of Policy Committee Representatives (Presently Michelle Carlson, Randy Hackett & Jeff Swenson)

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

14. Naming of Principal Negotiation Representatives (Presently Michelle Carlson, 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 Royalton Education Minnesota (REM) Negotiation Representatives (Presently Randy Hackett, 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.

16. Naming of Royalton Education Support Personnel (RESP) Negotiation Representatives. (Presently Jim Block, Randy Hackett, & Liz Verley)

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

17. Naming of Royalton City Council Meeting Representative (Presently Dale Lenz)

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

18. Naming of Representatives to Schools for Equity in Education (Presently Randy Hackett, Dale Lenz & Liz Verley)

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.

19. Naming of Secretaries Negotiation Representatives (Presently Michelle Carlson, Dale Lenz & Liz Verley)

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to name Directors \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ as Secretaries Negotiation Representatives. Motion carried by \_\_\_ vote.

20. 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.

21. Naming of Superintendent Negotiation Representatives (Presently Randy Hackett, 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.

22. Naming of Wellness Committee Representatives (Presently Liz Verley & Michelle Carlson, Alt.)

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

23. Naming of World's Best Workforce Advisory Committee Representatives (Presently Jim Block & Dale Lenz)

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to name Directors \_\_\_\_\_ and \_\_\_\_\_ (alternate) as World's Best Workforce Advisory Committee Representatives. Motion carried by \_\_\_ vote.

- h. Approve P-Card Users for Calendar Year 2016

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the issuance of p-cards to the following employees for the calendar year 2016: Dr. Jon Ellerbusch, Dr. Phil Gurbada, Joel Swenson, Mary Plante, Marty Bratsch, Bill Sobania, Sue Oelrich, Brent Lieser, David Lemm, Robert Skwira, Kelsie Herzog, Shari Bishop, Tony Duevel, and Michelle Hauber per administrative recommendation. Motion carried by \_\_\_ vote.

- i. Other Organizational Action Items

8. Upcoming Meeting Schedule

- Regular Board Meeting on January 11, 2016 at 6:00 PM
- MSBA Conference on January 13-15, 2016

9. Adjournment

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