



AGENDA  
 ORGANIZATIONAL MEETING  
 ROYALTON BOARD OF EDUCATION  
 ECC/DISTRICT OFFICE ROOM PK 15  
 JANUARY 2, 2018  
 6:00 PM

1. Call to Order

Director Guerard 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 chairing until a later point in the meeting or even the next meeting.

2. Pledge to Flag

3. Roll Call

Jim Block _____	Ellie Holm _____
Noel Guerard _____	Dale Lenz _____
Randy Hackett _____	Mark Petron _____

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/failed 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. 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 a legal holidays.

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 2018 dates for January 16(Tuesday), February 20th (Tuesday) , March 19, April 16, May 14, June 18, July 16, August 20, September 17, October 15, November 19, December 17; Organizational Meeting on January 2, 2019 and Regular meeting tentatively on January 21st, 2019 . Belief/Mission/Vision Meeting January 16th (Tuesday) at 3:45pm. 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 2018 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 Royalton 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 Michelle Hauber, Business Manager invest funds on

behalf of the Royalton 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 Michelle Hauber, 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

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

2. Naming of Comparable Worth Committee Representatives

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. This committee consist of one employee from each group, along with a school board member and the superintendent.

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

The continuing education committee consists of two elementary teachers, two MS/HS teachers, a principal, the superintendent, 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

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. This committee consists of 1 Elementary Teacher, 1 MS/HS Teacher, 1 Elementary Parent, 1 HS/MS Parent, along with 2 Principals, Superintendent, and a Board Member.

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

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

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

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

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

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. Seven 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

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

Royalton School District receives health insurance and environmental health and safety services from NJPA. Representatives with the superintendent will attend one meeting a year in the Staples 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

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

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

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

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

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

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

18. Naming of Representatives to Schools for Equity in Education

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

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

20. Naming of Staff Development Committee Representatives

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, superintendent, 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

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

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/Strategic Plan Advisory Committee Representatives

The World's Best Workforce Advisory Committee consists of one but not limited to; one elementary teacher, one MS/HS teacher, both principals, the superintendent, board members, and a parent from each of the schools. The committee is primarily responsible for formulating, reviewing, improving, and measuring of the school strategic plan to produce the Worlds Best Workforce.

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.

24. Naming of Budget Committee Representatives.

Naming of Budget Committee Representatives. This committee consists of two board members, business manager, and superintendent. The committee will review and comment on the budget.

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

h. Naming of Absentee Committee Representatives

Naming of Absentee Committee Representatives. This committee at a minimum consists of one board member, one teacher from each school, superintendent, and a principal. This committee will focus on minimizing loss of instructional time in the classroom.

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

i. Approve P-Card Users for Calendar Year 2018

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to approve the issuance of p-cards to the following employees for the calendar year 2018: Michelle Hauber and Tiffany

Schmidt per administrative recommendation. Motion carried/failed by \_\_\_\_ vote.

j. Other Organizational Action Items

8. Upcoming Meeting Schedule

- Belief/Mission/Vision Meeting January 16th (Tuesday) at 3:45pm
- Regular Board Meeting on January 16th, 2018 at 6:00pm

9. Closing Meeting for Negotiations 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.

10. Adjournment

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