



AGENDA  
 ORGANIZATIONAL MEETING  
 ROYALTON BOARD OF EDUCATION  
 ECC RM PK 15  
 120 SOUTH HAWTHORN STREET  
 ROYALTON, MN 56373  
 JANUARY 6, 2020  
 6:00 PM

**1. Call to Order**

Director Guerard is the chairperson. The Board may retain him as 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**

Russ Gerads _____	Ellie Holm _____
Noel Guerard _____	Mary Lange _____
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. 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 fourth Monday of the month at 6:00 PM. We cannot hold a meeting on a legal holidays.

Agendas have been sent out on Friday or before prior to the regular meetings.

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to set the regular meeting time at \_:00 PM and 2019 dates for January 27, February 24th, March 23, April 27, May 18\*, June 22, July 27, August 24, September 28, October 26, November 23, December 21\*. Motion carried/failed by \_\_\_\_ vote. (\*not the 4th Monday of the month)

b. Setting of Work Session Time and Dates

This past year, the board held 9 Work Sessions. The board has routinely scheduled special meetings for board self-evaluation, superintendent evaluation and other occasions as needed.

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 2019 dates for January \_\_, February \_\_, March \_\_, April \_\_, May \_\_, June \_\_, July \_\_, August \_\_, September \_\_, October \_\_, November \_\_, December \_\_. Motion carried/failed by \_\_ vote.

c. 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 2019 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.

d. 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/failed by \_\_ vote.

e. 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 Dawn Duevel, Business Manager invest funds on behalf of the Royalton School District. Motion carried/failed by \_\_ vote.

f. 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 Dawn Duevel, Business Manager. Motion carried/failed by \_\_\_\_ vote.

g. 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/failed by \_\_\_\_ vote.

h. Naming of Representatives and Committee Members

1. Naming of Royalton City Council Meeting Representative

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

2. Naming of Bowlus City Council Meeting Representative

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

3. 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.

4. Naming of Comparable Worth Committee Representative

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 consists 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 Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to the Comparable Worth Committee representatives. Motion carried by \_\_\_\_ vote.

5. Naming of Strategic Planning/Curriculum Advisory, and World's Best Workforce Committee Representatives

The Strategic Planning/Curriculum Advisory/World's Best Workforce Advisory Committee consists of one but not limited to; elementary teachers, MS/HS teachers, both principals, the superintendent, board members, parents from each of the schools, community members at large, and business person(s) from the district. The committee is primarily responsible for formulating, reviewing, improving, and measuring of the school Strategic Plan, Curriculum Advisory, and to produce the Worlds Best Workforce.

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to name Directors \_\_\_\_\_ and \_\_\_\_\_ to the Strategic Planning/Curriculum Advisory/World's Best Workforce Advisory Committee representatives. Motion carried by \_\_\_ vote.

6. 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.

7. Naming of Legislative Liaison Representative

The representatives receive all legislative updates from MSBA and are responsible for keeping the board updated on legislative issues.

The representatives are eligible to run for MSBA's delegate assembly and encouraged to attend MSBA and Schools for Equity in Education (SEE) legislative sessions as the Legislative Liaison.

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to name Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to Legislative Liaison representative. Motion carried by \_\_\_ vote.

8. Naming of Budget Committee Representatives.

Naming of Budget Committee Representatives. This committee consists of two board members, the 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.

9. Naming of Representative 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 Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to Mid-State Education District representatives. Motion carried by \_\_\_ vote.

#### 10. Naming of Minnesota State High School League Representative

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to name Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to Minnesota State High School League representatives. Motion carried by \_\_\_ vote.

#### 11. Naming of Sourcewell Representative

Royalton School District receives health insurance and environmental health and safety services from Sourcewell. 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 Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to the Sourcewell representatives. Motion carried by \_\_\_ vote.

#### 12. 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.

#### 13. Naming Meet and Confer Representative for REM and RESP

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, any or all board members may attend.

It was moved by Director \_\_\_\_\_ and seconded by Director \_\_\_\_\_ to name Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to Meet and Confer representatives. Motion carried by \_\_\_ vote.

#### 14. 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 Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to Absentee Committee representatives. Motion carried by \_\_\_ vote.

#### 15. Naming of Non-Union Negotiation Representatives

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

#### 16. 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.

#### 17. 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.

#### i. Other Organizational Action Items

### 7. **Upcoming Meeting Schedule**

- a. January 13, Monday - Strategic Planning Committee 6:00 PM
- b. January 14, Tuesday - REM (Teachers) Mediation 9:00 PM

### 8. **Adjournment**

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