



# ROYALTON BOARD OF EDUCATION

Organizational Meeting Agenda

January 8, 2024

6:00 PM

## 1. Call to Order

## 2. Pledge to Flag

## 3. Roll Call

## 4. Approval of Agenda

## 5. Election of Officers

5.a. Chairperson

5.b. Vice-Chairperson

5.c. Clerk

5.d. Treasurer

## 6. Organizational Action Items

### 6.a. Setting of Regular Meeting Time and Dates

**Description:** *This past year, the board held 12 regular meetings. The board has routinely scheduled special meetings for board self-evaluation, superintendent evaluation, contract negotiations, and other occasions as needed. Work sessions are scheduled as needed.*

*The board has met on the fourth Monday of the month at 6:00 PM. We cannot hold a meeting on legal holidays.*

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

*The regular meeting time at 6:00 PM and 2024 dates for January \_\_, February \_\_, March \_\_, April \_\_, May \_\_, June \_\_, July \_\_, August \_\_, September \_\_, October \_\_, November \_\_, December \_\_.*

### 6.b. Setting of Compensation for Directors

**Description:** *Current compensation is \$2500 a year per board member. The chairperson receives an additional \$500 year stipend. Half the amount will be given in June, 2022 and January, 2023.*

### 6.c. Naming of Official Depositories for District Funds

**Description:** *Heidi Hagen, Pine Country Bank, Minnesota School District Liquid Asset Fund, and MN Trust (PMA) as official depositories for Royalton School District Funds.*

*Update authorized signers on the District's Official Depository Accounts, and all certificates of deposit continuing/and/or removing \_\_\_\_\_, prior School Board Chair, and \_\_\_\_\_, prior School Board Treasurer, prior School Board Clerk, and effective \_\_\_\_\_, 2024, and adding \_\_\_\_\_, School Board Chair, and \_\_\_\_\_, School Board Treasurer, and \_\_\_\_\_ School Board Clerk as authorized signers on behalf of the District effective \_\_\_\_\_, 2024 and removing Scott Marine, former Business Manager and adding Heidi Hagen, current Business Manager, to be*

authorized signers on behalf of the District.

#### 6.d. Investment of Funds

**Description:** Heidi Hagen, Business Manager to invest funds on behalf of the Royalton School District.

#### 6.e. Annual Delegation of Authority to Make Electronic Fund Transfers

**Description:** 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.

Delegate the authority to make electronic fund transfers to Heidi Hagen, Business Manager.

#### 6.f. Naming of Official Newspaper

**Description:** Name the Morrison County Record as the Official Newspaper.

#### 6.g. Naming of Legal Counsel

**Description:** Name Squires, Waldspurger, & Mace, P.A. as the Official Law Firm for the District.

#### 6.h. Naming of Representatives and Committee Members

##### 6.h.1. Naming of Royalton City Council Meeting Representative

**Description:** \_\_\_\_\_ also Representative \_\_\_\_\_ as an alternate to represent the Royalton School District at Royalton City Council meetings once per month.

##### 6.h.2. Naming of Bowlus City Council Meeting Representative

**Description:** \_\_\_\_\_ also Representative \_\_\_\_\_ as an alternate to represent the Royalton School District at Bowlus City Council Meeting once per month

##### 6.h.3. Naming of Policy Committee Representatives

**Description:** \_\_\_\_\_, \_\_\_\_\_ and \_\_\_\_\_ as Policy Committee Representatives.

##### 6.h.4. Naming of Strategic Planning/Curriculum Advisory, and World's Best Workforce Advisory Committee Representatives.

**Description:** 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.

Directors \_\_\_\_\_ and \_\_\_\_\_ to the Strategic Planning/Curriculum Advisory/World's Best Workforce Advisory Committee representatives.

##### 6.h.5. Naming of Facilities Committee Representatives

**Description:** Directors \_\_\_\_\_ and \_\_\_\_\_ as Facilities Committee Representatives.

##### 6.h.6. Naming of Legislative Liaison Representative

**Description:** 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.

\_\_\_\_\_ also Representative \_\_\_\_\_ as an alternate to Legislative Liaison Representative.

#### 6.h.7.Naming of Finance Committee Representatives

**Description:** Naming of Finance Committee Representatives. This committee consists of two board members, the Business Manager, and Superintendent. The committee will review and comment on the budget.

Directors \_\_\_\_\_ and \_\_\_\_\_ as Finance Committee Representatives.

#### 6.h.8.Naming of Mid-State Education District Board

**Description:** The representative is expected to attend monthly meetings as the voting representative from Roylton 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.

Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to Mid-State Education District Representative.

#### 6.h.9.Naming of Minnesota State High School League Representative

**Description:** Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to Minnesota State High School League Representative.

#### 6.h.10.Naming of Representatives to Schools for Equity in Education

**Description:** Directors \_\_\_\_\_ and \_\_\_\_\_ as Representatives to Schools for Equity in Education (SEE).

#### 6.h.11.Naming of Labor Management/Meet and Confer Representative

**Description:** 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 3:15pm and seldom last more than one hour. This does not require board representation, any or all board members may attend.

Director \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to Meet and Confer Representatives.

#### 6.h.12.Name of Staff Development Committee Representative

**Description:** Directors \_\_\_\_\_ and \_\_\_\_\_ as Staff Development Committee Representatives.

#### 6.h.13.Naming of Health and Safety Committee Representative

**Description:** Directors \_\_\_\_\_ and \_\_\_\_\_ as an alternate Health and Safety Committee Representatives.

#### 6.h.14.Naming of Sourcewell Representative

**Description:** Directors \_\_\_\_\_ and \_\_\_\_\_ as an alternate Sourcewell

*Representatives.*

6.h.15.Naming of Non-Union Negotiation Representatives

**Description:** Directors \_\_\_\_\_, \_\_\_\_\_ and Director \_\_\_\_\_ as an alternate to Non-Union Negotiation Representatives.

6.h.16.Naming of Teacher (REM) Negotiation Representatives

**Description:** Director \_\_\_\_\_ and \_\_\_\_\_ as Teacher Negotiation Representatives.

6.h.17.Naming of Para (RESP) Negotiation Representatives

**Description:** Director \_\_\_\_\_ and \_\_\_\_\_ as Para Negotiation Representatives.

6.h.18.Naming of Secretaries (AFSCME) Negotiation Representatives

**Description:** Directors \_\_\_\_\_ and \_\_\_\_\_ as Secretaries Negotiation Representative.

6.h.19.Naming of Principal Negotiation Representatives

**Description:** Directors \_\_\_\_\_ and \_\_\_\_\_ as Principal Negotiation Representatives.

6.h.20.Naming of Superintendent Negotiation Representatives

**Description:** Directors \_\_\_\_\_ and \_\_\_\_\_ as Superintendent Negotiation Representatives.

**7. Other Organizational Action Items**

7.a.Setting of Finance Meeting Time and Dates

7.b.Setting of Policy Meeting Time and Dates

7.c.Resolution for Polling Places

**Description:** Resolution Establishing Combined Polling Places for Multiple Precincts and designating hours during which the polling places will remain open for voting for school district elections not held on the day of a statewide election.

**8.Adjournment**

RESOLUTION ESTABLISHING COMBINED POLLING  
PLACES FOR MULTIPLE PRECINCTS AND  
DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING  
FOR SCHOOL DISTRICT ELECTIONS NOT  
HELD ON THE DAY OF A STATEWIDE  
ELECTION

BE IT RESOLVED by the School Board of Independent School District No.485, State of Minnesota, as follows:

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school district elections not held on the day of a statewide election. Each combined polling place must be a polling place that has been designated for use as a polling place by a county or municipality. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election in the calendar year following the adoption of this resolution:

Combined Polling Place:

Royalton City Center, 12 Birch Street North, Royalton, MN 56373

This combined polling place serves all territory in Independent School District No.485 located in Bellevue Township; Buckman Township; Morrill Township; Swan River Township; Two Rivers Township; Morrison County, Minnesota; Graham Township; Langola Township; Benton County, Minnesota; Brockway Township; Stearns County, Minnesota; City of Royalton and the City of Bowlus; Morrison County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located, in whole or in part, within thirty (30) days after its adoption.

5. As required by Minnesota Statutes, Section 204B.16, Subdivision 1a, the clerk is hereby authorized and directed to give written notice of new polling place locations to each affected household with at least one registered voter in the school district whose school district polling place location has been changed. The notice must be a nonforwardable notice mailed at least twenty-five (25) days before the date of the first election to which it will apply. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor, who shall change the registrant's status to "challenged" in the statewide registration system.

(If a combined polling place is changed, the change must be adopted at least ninety (90) days prior to the first election where it will be used unless that polling place has become unavailable for use.)

Note: A resolution similar to this model resolution must be adopted by December 31 of each year, and the combined polling places specified shall be the combined polling places for the following calendar year.