



AGENDA
 ORGANIZATIONAL MEETING
 ROYALTON BOARD OF EDUCATION
 ECC/DISTRICT OFFICE ROOM PK 15
 JANUARY 7, 2019
 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 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 28, February ??th (Tuesday) , March 18, April 15, May 20, June 17, July 15, August 19, September 16, October 21, November 18, December 16. Motion carried/failed 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 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.

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 Royaltan School District funds. Motion carried/failed 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 Dawn Duevel, Business Manager invest funds on behalf of the Royaltan School District. Motion carried/failed 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 Dawn Duevel, Business Manager. Motion carried/failed 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/failed by ____ vote.

g. 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/World's Best Workforce Committee Representatives

The Strategic Planning/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 to produce the Worlds Best Workforce.

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

6. Naming of Curriculum Advisory Committee Representative

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 the curriculum, discuss the effectiveness and relevance of the 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 Director _____ and Director _____ as an alternate to the Curriculum Advisory Committee representatives. Motion carried by ___ vote.

7. 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.

8. 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.

9. 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.

10. 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.

11. Naming of Representative to Mid-State Education District Board

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. 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.

12. 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.

13. 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.

14. Naming of Wellness Committee Representatives

It was moved by Director _____ and seconded by Director _____ to name Director _____ and Director _____ as an alternate to the Wellness Committee representative. Motion carried by ___ vote.

15. 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.

16. Naming Meet and Confer Representative

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.

17. Naming of Labor-Management for RESP Representative

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

It was moved by Director _____ and seconded by Director _____ to name Director _____ and Director _____ as an alternate to Labor-Management representatives. Motion carried by ___ vote.

18. 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.

19. 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.

20. 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.

21. 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.

22. 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.

23. 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.

24. 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.

h. Other Organizational Action Items

1. Set Work Session meeting schedule - the day of the week, month, how often
2. Set other committee meeting schedules- the day of the week, month, how often

7. Upcoming Meeting Schedule

- Regular Board Meeting on January 28th, 2018 at 6:00 pm

8. Adjournment

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

carried/failed by _____ vote.