

**CARVER-SCOTT EDUCATIONAL COOPERATIVE**  
**ORGANIZATIONAL MEETING**  
**AND**  
**REGULAR GOVERNING BOARD MEETING MINUTES**

**TUESDAY, JANUARY 18, 2011**

***Carver-Scott Educational Cooperative***  
***401 East Fourth Street – Room C107***  
***Chaska MN***

The meeting was called to order by Mary Romansky at 5:36 p.m.

Members Present: Tom Anderson – District 719  
Dennis Havlicek – District 721  
Jennifer Hoover – District 111  
Deb Pauly – District 717  
Mary Romansky - District 720  
Richard Schug – District 108  
Dick Tirk – District 112  
Jeremy Updike – District 716  
John Weinand – District 110

Members Absent: None

Others in Attendance: R. A. Zitterkopf, CSEC  
Darren Kermes, CSEC  
Tom Wiczorek, CSEC  
Gail Egan, CSEC  
Tara Halvorson, CSEC  
Jon McBroom, Supt., District 720

## ***GOVERNING BOARD ORGANIZATIONAL MEETING:***

### ***1.1 Call to Order and Roll Call***

Mary Romansky called the Organizational Meeting to order at 5:38 p.m.

### ***1.2 Election of Officers***

#### ***1.2.1 Chairperson***

Mary Romansky requested nominations for Chairperson. **Motion:** John Weinand nominated Mary Romansky for Chair. Dennis Havlicek seconded the motion. **Motion:** John Weinand made a motion to close the nominations. Richard Schug seconded the motion. **Upon no further nominations, the Board cast a unanimous ballot for Mary Romansky.**

#### ***1.2.2 Vice Chairperson***

Mary Romansky requested nominations for Vice Chair. **Motion:** Richard Schug nominated John Weinand for Vice Chair. **Motion:** John Weinand made a motion to close the nominations. Tom Anderson seconded the motion. **Upon no further nominations, the Board cast a unanimous ballot for John Weinand.**

#### ***1.2.3 Clerk***

Mary Romansky requested nominations for Clerk. **Motion:** John Weinand nominated Dennis Havlicek for Clerk. **Motion:** Richard Schug made a motion to close the nominations. Jeremy Updike seconded the motion. **Upon no further nominations, the Board cast a unanimous ballot for Dennis Havlicek.**

#### ***1.2.4 Treasurer***

Mary Romansky requested nominations for Treasurer. **Motion:** John Weinand nominated Richard Schug for Treasurer. Tom Anderson seconded the motion. **Motion:** Dennis Havlicek made a motion to close the nominations. John Weinand seconded the motion. **Upon no further nominations, the Board cast a unanimous ballot for Richard Schug.**

### ***1.3 Appointment of Committees***

#### ***1.3.1 Finance Committee***

Mary Romansky indicated the 2010 Finance Committee members were Richard Schug, Therese Salonek, and Dick Tirk. **Motion:** John Weinand made a motion to approve the appointment of board members Richard Schug, Deb Pauly, and Dick Tirk to the Finance Committee for 2011. Dennis Havlicek seconded the motion. **Upon the vote, the motion carried.**

#### ***1.3.2 Personnel/Negotiations Committee***

Mary Romansky indicated the 2010 Personnel/Negotiations members were Richard Schug, John Weinand, and Tammy Will. **Motion:** John Weinand moved to approve the appointment of board members Richard Schug, John Weinand, and Mary Romansky to the Personnel/Negotiations Committee for 2011. Deb Pauly seconded the motion. **Upon the vote, the motion carried.**

#### ***1.3.3 Policy Committee***

Mary Romansky indicated the Policy Committee members for 2010 were Tom Anderson, Mary Romansky, and Dick Tirk. Mary requested a motion to retain the same Policy Committee members for 2011. **Motion:** Richard Schug moved approval to retain the appointment of board members Tom Anderson, Mary Romansky, and Dick Tirk to the Policy Committee. John Weinand seconded the motion. **Upon the vote, the motion carried.**

#### ***1.3.4 CSE Foundation Board Representative***

Mary Romansky indicated the CSE Foundation board representative for 2010 was John Weinand. Mary requested a motion to retain the same member for 2011. **Motion:** Dennis Havlicek moved approval to retain the appointment of board member John Weinand as the CSE Foundation board representative. Richard Schug seconded the motion. **Upon the vote, the motion carried.**

### ***1.4 Determination of Compensation***

**Motion:** Deb Pauly moved for approval to retain board meeting compensation of \$100.00 per board member, per meeting for FY11. John Weinand seconded the motion. **Upon the vote, the motion carried.**

### ***1.5 Setting of Mileage Allowance***

**Motion:** Dennis Havlicek moved for approval to continue to use the mileage rate as established by the IRS, which is 51¢ per mile for business miles driven, beginning Jan. 1, 2011. Deb Pauly seconded the motion. **Upon the vote, the motion carried.**

### ***1.6 Setting of Regular Monthly Meeting***

**Motion:** Dennis Havlicek moved for approval to set aside the third Tuesday of each month at 5:30 p.m. for the Regular Governing Board meetings. John Weinand seconded the motion. **Upon the vote, the motion carried.**

### ***1.7 Selection of Official Newspaper***

**Motion:** To continue the rotation practice, John Weinand moved for approval to designate the Chaska Herald as the official newspaper for 2011. Jeremy Updike seconded the motion. **Upon the vote, the motion carried.**

## ***REGULAR GOVERNING BOARD MEETING:***

### **CONSIDERATION OF AGENDA:**

**Motion:** Richard Schug moved for approval of the Agenda. John Weinand seconded the motion. **Upon the vote, the motion carried.**

### **CONSENSUS ITEMS:**

**Motion:** John Weinand moved to approve **Consensus Items 5.1 through 5.3** —, *Regular Meeting Minutes of 12/21/10, Monthly Expenditures/Wire Transfers, and the following Regular Personnel Items:*

#### **The hiring of:**

Karen Hauer, Paraprofessional – New Prague Raven Stream Elem Targeted Services - \$13.70/hr.  
Doreen Most, Paraprofessional – New Prague Raven Stream Elem Targeted Services - \$14.60/hr.  
Lisa Rezac, Paraprofessional – New Prague Raven Stream Elementary Summer Program - \$12.50/hr.  
Annie Lund, Teacher – Chaska Middle School West Targeted Services - \$21.70/hr.  
Jessica Zaback, Teacher – Chaska Middle School West Targeted Services - \$21.70/hr.  
Emily Ball, Teacher – Chaska Middle School West Targeted Services - \$21.70/hr.  
Rick Edlund, Teacher – Chaska Middle School East Targeted Services - \$21.70/hr.  
Kelly Lundquist, Teacher – Pioneer Ridge Middle School Targeted Services - \$22.45/hr.  
Nicholas David, Teacher – Montgomery Middle School Targeted Services - \$21.70/hr.  
Colleen Chambers, Teacher – Jordan Middle School Targeted Services - \$21.70/hr.  
Katherine Carmine, Teacher – Norwood Elementary Targeted Services - \$21.70/hr.  
Travis Plihal, YouthBuild Student - \$7.25/hr.  
Dustin Adams, YouthBuild Student - \$7.25/hr.  
Jesus Sanchez, YouthBuild Student - \$7.25/hr.  
Mitchell Rynders, YouthBuild Student - \$7.25/hr.  
Brittany Barry, YouthBuild Student - \$7.25/hr.  
Allison Litzenberg, Social Worker – New Beginnings program – \$26.50/hr.  
Nora Nutt, Long-Term Substitute Teacher – Passage program - \$23.39/hr.  
Ann Oellrich, Long-Term Substitute Teacher – Spring Lake ALC program - \$23.39/hr.

Jeremy Updike seconded the motion. **Upon the vote, the motion carried.**

### **DISCUSSION ITEMS:**

#### **6.1 *Project Scholar***

Tara Halvorson, school counselor, presented an overview on the Project Scholar program, a college prep program for CSEC high school students.

#### **6.2 *Reports from Administration***

- 6.2.1 R.A. Zitterkopf discussed the use of a consultant to provide input regarding the CSEC/MRVSEC consolidation concept.
- 6.2.2 Tom Wieczorek reviewed the financial budget and monthly cash balances.

**6.3 Policy 214 Expenses Incurred by Governing Board Members**

Administration reviewed a recommended change to the policy which would reflect reimbursement rates for mileage to automatically be paid per the IRS rate.

**ACTION ITEMS:**

**7.1 Policy 410 – Family and Medical Leave**

**MOTION:** John Weinand moved approval of the revised FMLA policy. Deb Pauly seconded the motion. **Upon the vote, the motion carried.**

**7.2 Food Support Nutrition Education Program Grant**

**MOTION:** John Weinand moved to approve the Food Support Nutrition Education Program Grant in the amount of \$30,547.99 received from Regents of the U of M/MN Dept of Human Services. Jeremy Updike seconded the motion. **Upon the vote, the motion carried.**

**7.3 Statewide Health Improvement Program Grant**

**MOTION:** John Weinand moved to approve a grant received from Carver County Public Health in the amount of \$6,000.00 for the Statewide Health Improvement Program (SHIP). Jeremy Updike seconded the motion. **Upon the vote, the motion carried.**

**7.4 Donations**

**MOTION:** John Weinand moved to approve the following donations:

- **Marquette Real Estate Group - \$500.00**
- **Merri Lundquist - \$730.00**

Deb Pauly seconded the motion. **Upon the vote, the motion carried.**

**8. ADJOURN**

**MOTION to Adjourn:** John Weinand moved to adjourn the meeting. Dennis Havlicek seconded the motion. **Upon the vote, the motion carried.** Time of adjournment: 6:26 p.m.

**COMMUNICATIONS**

**9.1 Board Reports**

Board members updated on district activities.

**9.2 Reports from Administration to CSEC/MRVSEC governing boards**

R. A. Zitterkopf and Darren Kermes provided pertinent information to both organizations.

Respectfully submitted,

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Dennis Havlicek, Clerk