

# REGULAR BOARD MEETING MINUTES

Monday, March 8, 2021

Chair Ron Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 6:00 PM in the Dover-Eyota High School Media Center and via Microsoft Teams. Other Board members present: Don Andring, Tamara DeMuth (Teams), Heather Duellman (Teams), James Johnson, Shawwna Seaquist, and Superintendent Mike Carolan. Absent: Jessica McFarlen. Also in attendance were High School Principal Todd Rowekamp, Elementary Principal Dr. Jeanne Svobodny, Athletic Director/Assistant Principal John Ostrowski, Teaching & Learning Director Nick Truxal (Teams), Business Manager Gary Betcher, and Administrative Assistant Tara Dabelstein (Teams).

The Pledge of Allegiance was recited.

## Approve the Agenda

A motion was made by Member Johnson, seconded by Member Seaquist, and carried unanimously to approve the agenda.

## Visitors to Address the Board

None

## Board Meeting Minutes

A motion was made by Member Johnson, seconded by Member Seaquist, and carried unanimously to approve the February 8, 2021 Regular Board Meeting Minutes and the February 22, 2021 Mini-Retreat Board Meeting Minutes.

## Consent – Approve Regular District Bills and Special District Bills

With Member Andring abstaining, a motion was made by Member Johnson, seconded by Member Duellman, and carried unanimously to approve the Regular District Bills totaling \$81,532.65, and the Special District Bills totaling \$68,349.54.

## Approve the Treasurer's Report

A motion was made by Member Johnson, seconded by Member Seaquist, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$4,921,119.45 and the February electronic transfers.

## **RECOGNITIONS**

Superintendent Carolan recognized all staff for their hard work getting ready for the all in person learning model that will launch on Monday, March 15, 2021, stating there has been a lot of collaborating and planning.

## **CABINET COMMUNICATIONS**

Elementary School Principal – Dr. Jeanne Svobodny shared the following: 1) The elementary is getting ready for students to come back five days a week. 2) The students raised \$1,452.43 during their Pennies for Patients fundraiser. 3) The latest feedback from parents regarding mitigation efforts to be back in person five days a week state that roughly 238 out of 250 responses say their student will be in person, while 12 state they will stay distance learners. There were a lot of positive comments from parents showing excitement about the five days back in person.

High School Principal – Todd Rowekamp shared the following – 1) The student activities have been picking up, such as FFA, Theatre rehearsals, and planning Snoball events. These events will be modified but they are happening. There is even talk of Prom being held on May 15<sup>th</sup> with Grand March likely but the dance unlikely. 2) Conferences went well, there were some changes made to help encourage more attendance, which seems to have worked and that was good. 3) Staff is getting ready for the next transition, which is the four days in person model. There has also been a lot of work done on preparing for the redesigned Wednesday plan. 4) The survey that was sent to parents showed that out of the 273 responses 39 students will remain in distance learning, there were 53 distance learners previously. Member Johnson asked about lunches and how that will

work. Mr. Rowekamp explained that the groups will be divided with half eating in the commons while the other half will be in the gym and then the groups will switch.

Activities Director/Assistant Principal – John Ostrowski shared the following: 1) We are getting to the point of winter post season. 2) He has been working with Business Manager Gary Betcher regarding Covid supplies to see what is needed and how to be more effective with what supplies are available. 3) The Minnesota State High School League list of spring sport activities has been sent out. They are still working with the guidance that was provided to decide how many students can participate, how many students can make up teams, and other details like that. 4) There was a change regarding the junior high basketball, two parents per player will be allowed to attend the last home games for boys and girls.

Teaching & Learning Department – Nick Truxal shared the following: 1) He thanked Dr. Svobodny and Superintendent Carolan for the Distance Learners Town Hall meeting which was held after the last board meeting. He felt that it provided an outlet to get feedback from the elementary distance learning families. 2) He has been working on publishing articles and podcast with experts around the world who have in turn offered different kinds of free support to Dover-Eyota. 3) He shared that he had submitted the Achievement and Integration budget and that the MCAs are moving forward and will need to be completed by May 21, 2021. He will be sending an email out this week with information and the new schedule.

**District Feedback Forms** – Superintendent Carolan shared the information with the board and discussed the compliment. Athletic Director/Assistant Principal John Ostrowski expounded on the information and compliment.

## **REPORTS**

### First Reading of the Draft 2021-2022 SACC Handbook

Community Education Coordinator, Mrs. Susan Keller-Schaefer, presented the draft 2021-2022 School Age Child Care Handbook and answered any questions the Board Members had.

### COVID-19 Updates:

Principal Rowekamp started by sharing his Wednesday plan and went through the PowerPoint regarding what the Wednesday schedule would look like.

Teaching & Learning Director Nick Truxal discussed the slide which showed how Wednesdays could be used as a strengthening day. He shared and discussed the Google doc that will be used to help teachers and students know what to do and what is expected on each Wednesday.

English Teacher Brooke Hasleiet talked about the individual meetings/check in with students on Wednesdays. She shared how teachers could chose to include parents and let them know when the meeting is scheduled. Teachers are encouraged to use these meetings to build relationships and check in on their student's well-being, and their social emotional health.

Principal Rowekamp shared how the Wednesday afternoon schedule would look and how it will be used by having students come to the building in person to work with teachers. He also shared how the Minnesota Honor Society has put together a nice tutoring program which might be a good opportunity for the older students to come in and work with the younger students.

Member Johnson asked what a typical day would look like and this was discussed. It was stated that Wednesdays will look different and feel different and will be looked at to see effectiveness of the proposed plan and schedule. Member Johnson asked how we will know if the Wednesday plan as proposed is working/how will the effectiveness be measured. It was discussed and different ways such as: attendance, teacher student engagement, students' performance, and teacher reports were offered as ways to measure.

## **OLD BUSINESS**

### Second Reading and approval of the Draft 2021-2022 Board Assumptions

A motions was made by Member Andring, seconded by Member Johnson, and carried unanimously to approve the 2021-2022 Board Assumptions (Attachment A)

## **NEW BUSINESS**

### Approve the Reduction Resolution

Superintendent Carolan advised that this annual resolution allows the district, if needed, to make changes/reductions due to student population reductions.

A motion was made by member Johnson, and seconded by Member Duellman, and carried unanimously to approve the following resolution:

### **RESOLUTION DIRECTING THE ADMINISTRATION TO MAKE RECOMMENDATIONS FOR REDUCTIONS IN PROGRAMS AND POSITIONS AND REASONS THEREFOR.**

WHEREAS, there may be a reduction in student enrollment within certain programs, and,  
WHEREAS, this decrease in student enrollment within certain programs may include discontinuance of positions and discontinuance or curtailment of programs, and

WHEREAS, a determination must be made as to which teachers' contracts must be terminated and not renewed and which teachers may be placed on unrequested leave of absence without pay or fringe benefits in effecting discontinuance of positions,

BE IT RESOLVED, by the School Board of Independent School District No. 533, as follows:  
That the School Board hereby directs the Superintendent of Schools and administration to consider the discontinuance of programs or positions as a result of a reduction in enrollment within certain programs, and to make recommendations to the school board for the discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

A roll call vote was taken with the following voting in favor: Andring, DeMuth, Duellman, Johnson, Seaquist, and Pagel. Those voting against the same: none. The motion carried unanimously.

### Consent – Accept Resignations, Hires, and Donations

A motion was made by Member Johnson, seconded by Member Seaquist, and carried unanimously to:

Accept Resignations: Media Center Instructional Assistant BETHANY DODD, Instructional Assistant  
CHESSA JONES

Accept Hires: BREANNA MACLEOD as Media Center Assistant & Instructional Assistant

Donations:

## **HEARING OF REPORTS**

Supt. Carolan relayed the following: 1) He has scheduled a time to have a conversation with Senator Nelson regarding some Bills in Sensate that she supports. He wants to discuss with her increasing PSEO opportunities, letting her know that we support PSEO but make sure she understands the impact it has on schools. 2) The return in to in person learning model has been set to start on March 15, 2021. 3) The staff vaccination have gone well, sharing that everyone that has wanted a vaccine has been able to get it. 4) Surveys have gone out to students to get their feedback on the in person learning model. 5) Member Johnson asked about a bill that may offer federal money for schools and how it may impact us. Superintendent Carolan shared that we are not sure how it may affect us, as we are not sure how much money we will be given or what deadlines/expectations will be tied to it.

### Board of Education Committee Reports & Communication

**Andring** – No meetings but did attend the MSBA Negotiation Seminars and has a Meet and Confer meeting Tuesday, March 16, 2021.

**DeMuth**– Nothing to report

**Duellman** – Nothing to report, but thanked the administration and staff for their hard work, structuring and outreach to students. She stated that they are doing a great job.

**Johnson** – He was able to attend one Covid Council meeting but was unable to attend the other one that was scheduled. Those meetings are a good opportunity to speak on Covid operational impact. He shared that he also has the Meet and Confer at 5 pm on Tuesday, March 16, 2021.

**McFarlen** – absent

**Seaquist** – Nothing to report

**Pagel** – HVED has had Building and Grounds meetings and are in negotiations right now. There are a lot of things happening. He wish the staff and good luck next week when students return, stating the he has all the confidence it will work out.

**ADJOURNMENT**

A motion was made by Member Johnson, seconded by Member Andring, and carried unanimously to adjourn the meeting at 7:33 PM.

Heather Duellman, Clerk  
TD

# 2021-2022 Dover-Eyota School Board Assumptions

School Board Approved March 8, 2021

## 2021 - 2022 Budget Revenues

1. Enrollments:

March, 2021	Weight Factor	Total Enrollment	Weighted (WADM*)
Kindergarten	1.0	79	79.0
Grades 1-6	1.0	506	506.0
Grades 7-12	1.2	503	603.6
<b>Total</b>		<b>1088</b>	<b>1188.6</b>

Projected 2021-2022	Weight Factor	Total Enrollment	Weighted (WADM*)
Kindergarten	1.0	80	80.0
Grades 1-6	1.0	494	494
Grades 7-12	1.2	525	630
<b>Total</b>		<b>1099</b>	<b>1204</b>

NOTE: Hcp. Pre-K counts are highly unpredictable for our district. We will leave these out of the revenue consideration as a cushion for our calculations.

2. General Education Revenue Summary:

- a. Basic Formula Allowance for 2021-2022 is expected to be \$6567 PPU.
- b. Total other formula categorical revenues - \$1,040
- c. Approximate General Ed. Revenue Restrictions & Uses:
  1. Staff Development (2% Restriction) - Staff Training - \$150,000
  2. Learning & Development (K-6 WADM's) - Elem. Class Size - \$250,000 est.
  3. Basic Skills (F/R Lunch #'s) - LEP/Interventionists - \$115,000 est.
  4. Gifted & Talented (K-12 WADM's) - Academic Competitions - \$20,000 est.
  5. Operating Capital (Bldg. Age) - Capital Expenditures - \$250,000 est.
  6. Long-Term Facility Maintenance - \$476,520.00

3. Federal aids: Title I, II estimated to be \$67,500 - \$71,000.

4. Athletic fees same as 2020-2021: 7-8 @ \$60, 9-12 @ \$85.

5. Most special program revenues will attempt to cover 100% of the special program expenditures (i.e., Footsteps, Community Education classes, etc.). District revenues will cover some Title I services & LRP transp.

6. Estimated interest revenue is based on a rate of 0.25%.

7. Meal rates: Lunch - \$2.25 elementary, \$2.50 middle/high school, and \$3.85 adults; Breakfast - \$1.80 K-12, and \$1.95 adult. Milk - \$.50. Breakfast, lunch, and milk prices will be determined by USDA guidelines at a later date.

8. Utilities based on square footage & a portion of support services will continue to be charged to food service.

9. The Community Education athletic fees for grades K-6 would remain at up to \$45 per sport, except for football, which would be \$50. The Community Education Director will set fees according to the expenses.

10. Monthly Pre-school Fees will be: ECFE Footsteps Mon/Thurs \$40, Look at Me I'm Three 3-Yr olds - \$93, Learning Readiness 4-Yr olds - 3x/AM \$200, 5x/PM \$268, Transition Class - \$304. Payments are made in ten installments.

11. The band instrument rental fee will remain at \$100.

12. Miscellaneous Fees including Penalty Fees would remain as follows:
- a) per copy fee of 15¢ for each 8.5"x11" or 11"x17" copy on white or color paper;
  - b) per color printer copy fee of 25¢ for each 8.5"x11" or 11"x14" copy on white or color paper;
  - c) penalty fee of \$100 per violation for being on the roof of any school district facility without permission;
  - d) when the Denver Boot is applied to the tire of a vehicle incorrectly parked in a school district parking lot, the violator will pay a fee of \$15 to have it removed;
  - e) penalty fee of \$5 per violation will be assessed students, and the cell phone or other electronic device confiscated, for the remainder of the day for inappropriate use of any such device.

13. The building rental rates would remain as follows:

	<u>District per day</u>	<u>Non-District per day</u>
Gyms/Multi-Purpose/Commons Hourly rate:		
Up to 1.5 Hrs - \$20	Up to 3 Hrs - \$40	Up to 4.5 Hrs - \$60
4.5-full day - rates below		
Elementary Gym/Multi-Purpose	100.00	190.00
Elementary Kitchen (plus Cook Charge)	75.00	175.00
High School Commons	100.00	150.00
High School Kitchen (plus Cook Charge)	100.00	200.00
High School Gym	200.00	390.00
High School Auditorium	150.00 1 <sup>st</sup> Hr	300.00 1 <sup>st</sup> Hr
	& 50.00 per hour thereafter	& 100.00 per hour thereafter
(a light/sound person may also be required depending on the extensive need of this equipment)		
MSHS Multi-Purpose Room/Media Ctr.	50.00	100.00
All Classrooms (per room)	20.00	40.00
Ball Fields (baseball, softball, soccer & grassy areas)		
	No charge	25.00 Per Hour, Per Field
Athletic Complex (track & turf facilities)		80.00 Per Hour
plus any clean up/repair time by buildings and ground staff, signed copy of field usage rules, and proof of liability insurance.		
Custodian Charge (2-hour minimum)	35.00 Per Hour	
Cook Charge (2-hour minimum)	35.00 Per Hour	
Lighting/Sound Technician (2-hour minimum)	35.00 Per Hour	
Deposit	250.00 for non-district rental	

The school district reserves the right to deny the facilities to any individual or group.

Groups and individuals may use the high school indoor concession stand refrigerator and sink at no charge, rather than renting the kitchen facilities.

A 10% fuel surcharge will be added to building rental rates from November through March.

14. Athletic ticket prices would follow conference guidelines (\$6 for adults, \$4 students in all sports, annual student pass \$40, annual adult pass \$70 and annual family pass \$150, free Golden Age Passes for senior citizens (age 62 and older) residing in and out of our district. The school district will follow the Three Rivers Conference rules in regard to whether or not admissions are charged at the various levels of each sport.
15. SACC fees would change as shown below. Rates:

Care Spots will be by the week for both summer and school year:

4 days per week

- Summer \$136
- School Year AM \$20
- School Year PM \$40

5 days per week

- Summer fee \$170
- School Year AM \$25
- School Year PM \$50

Other (per day, per child)

- School Year
  - o Non-School Day \$34
  - o Wednesday late start - \$5 for 6:30-7:30 AM
  - o Other late starts - \$5 for 8:00-9:00 AM and \$9 for 8:00-10:00 AM
  - o School Year Early Release - \$9 flat rate for 12:50 - 2:50 pm
  - o Late Pick-up (after 6 PM) - \$5 for each five minutes starting at 6:01 PM
  - o Finder's fee - \$5
- Summer
  - o Drop in \$36

Late Notice/No Show - full regular fee

Registration fee - \$45 per child for school year and \$45 per child for summer session.

**2021-2022 Budget Expenditures**

1. Class size student/teacher ratio guidelines are as follows (exceptions may be required for specific circumstances):
 

	<u>Highest Avg.</u>	<u>Lowest Avg.</u>
Kindergarten & Grade 1	23	18
Grades 2-4	26	20
Grades 5,6	30	23
Gr 7-12 Required Core Subjects/Classes	32	18
Gr 7-12 Electives	25	10

Band/Choir will be as enrolled, with board examination if needed.
  
2. Staffing costs for 2021-2022 are based on negotiated contracts for the Dover-Eyota Education Association and the Bus Driver Agreement. Contracts are not set for the Teamsters, Principals, Superintendent and Cabinet/DO Staff.
  
3. The District will strive to maintain the following staff, subject to available resources:
 

**Elementary:** 1 building principal, 2 secretaries, 1 media asst., 1 nurse, 1 lead custodian, 1 custodian, 1 school keeper, .8 FTE social worker, .375 FTE media generalist, .25 LEP

**Middle School/High School:** 1.5 building principals, 2 secretaries, 1 counselor, 1 dean of students/social worker, 1 media asst., 1 lead custodian, 2 FTE custodians, 1.5 FTE school keeper (housekeeper), .81 FTE health assistant, .375 FTE media generalist, 1.0 FTE Literacy Specialist and instructional assistants based on student enrollment.

**District Wide:** 1.2 FTE psychologist, 1 accounting assistant (HR), .5 accounts payable, 1.0 *Eagle Editor/Reporter*/district office receptionist, 1 Superintendent's Admin. Asst., 1 Business Mgr., 1 Superintendent, .5 FTE Activities Director, .375 FTE community education co-coordinator, 1.0 FTE Dir. Of Teaching and Learning, 1.0 Teaching and Learning Specialist, 2 FTE Technology support staff; 11.0 FTE Special Education Instr. Staff; 1.0 FTE Special Ed. Program Support, and .75 FTC SACC, .30 Special Ed. Billing.

**Food Service:** 1.0 Director, 1 Site Manager @ 7 hrs/day/5 days a week, 2 cooks @ total of 14.5 hrs/day, and cook's helpers including clerks to total 35 hrs/day.

**Transportation/Grounds:** 1 Director, 1.0 Grounds, Bus and Van drivers as needed.

**Coaching Staff** - Number of positions as recommended by the Activities Director. The administration may recommend for board approval that an additional coach should be hired or reduced due to number of participants.

	Asst.				
	<u>Head</u>	<u>Head</u>	<u>B</u>	<u>9th</u>	<u>C</u>
Football	1	1	2	1	2
Volleyball	1		1	1	2
Cross Country	1		1		
Wrestling	1		1		1
Golf	1				1
Baseball	1		1		2
Boys' Basketball	1		1	1	2
Girls' Basketball	1		1	1	2
Track	2		3		
Softball	1		1		2
Weightlifting	1				
Cheerleading	1				
Danceline	1		1		
Girls' Soccer	1		1		1
Boys' Soccer	1		1		1



4. Full-time athletic trainer at \$27,499.97.
5. All utility & bus fuel costs budgeted at 2017-2018 Revised Budget levels.
6. Instructional Supply budgets will remain at 2018-2019 levels:
 

Elementary	\$70 PPU
Middle/High School	\$93 PPU

Operations supply budgets for 2021-2022 are:

Custodial	26.5 cents Per Sq. Ft.	(\$70,000)
Grounds	\$ 5,500	
Transportation	\$11,000	

7. Athletic, co-curricular activities and extra-curricular activities program budget for 2021-2022 are: \$61,805 (includes referees, extra-curricular workers, phone, supplies, uniforms, coaching clinics, travel, etc.). Transportation costs, including drivers' salaries and fringes, will remain at \$40,000.
8. General Fund Contingency will be maintained at \$20,000.
9. Curricular purchases new and replacement est. at \$57,000.
10. Misc. expenditures, misc. supply budgets and purchased services will be maintained at 2019-2020 budget levels.
11. Food and milk costs estimated at a 5% increase from 2021-2022 actual amounts.
12. Technology for 2021-2022 is \$65,000 for services, supplies, repairs, etc.
13. All repair & maintenance budgets for 2021-2022 are:
 

Custodial at 12 cents/sq. foot:	\$14,100 at the elementary (117,500) and
	\$17,628 at the high school (146,900), transportation at \$37,500, and
	grounds at \$11,000 includes "services").
14. The testing budget for 2021-2022 is \$15,000 for the entire district.
15. Acronym references:
  - ADED = All Day Every Day (kindergarten)
  - DAPE = Disabled Adaptive Physical Education (Special Ed.)
  - DCD-S = Developmental Cognitive Disability - Severe (Special Ed.)
  - DCD-M = Developmental Cognitive Disability - Mild to Moderate (Special Ed.)
  - DO = District Office
  - EBD = Emotional Behavioral Disorder (Special Ed.)
  - ECFE = Early Childhood Family Education (Footsteps)
  - ECSE = Early Childhood Special Education
  - F/R = Free and Reduced (for lunches and funding formulas)
  - FTE = Full Time Equivalency
  - FY = Fiscal Year
  - IEP = Individualized Educational Plan (Special Ed.)
  - LD = Learning Disability (Special Ed.)
  - LEP = Limited English Proficiency
  - LRP = Learning Readiness Program (Pre-School)
  - LTFM = Long-Term Facility Maintenance
  - MDE = Minnesota Department of Education
  - MSHS = Middle School/High School
  - PPU = Per Pupil Unit (same as WADM)
  - SACC = School Age Child Care (before and after school)
  - WADM = Weighted Average Daily Membership (same as Pupil Unit)