

# MINI-RETREAT BOARD MEETING MINUTES

May 18, 2020

Chair Ron Pagel called the Dover-Eyota Board of Education Mini-Retreat, District #533, to order at 6:05 PM virtually via Microsoft Teams. Other Board members present: Don Andring, Julie Austinson, Heather Duellman, Jessica McFarlan, and Superintendent Mike Carolan. Absent: James Johnson and Linda Nelson. Also in attendance were High School Principal Todd Rowekamp, Elementary Principal Dr. Jeanne Svobodny, Activities Director/Assistant Principal John Ostrowski, Teaching & Learning Director Nick Truxal, and Administrative Assistant Tara Dabelstein.

The Pledge of Allegiance was recited.

## Approve the Agenda

A motion was made by Member McFarlan, seconded by Member Austinson, and a roll call vote was taken and carried unanimously to approve the amended agenda.

## Reports/Discussion Items

### **Graduation Plans**

There was a lot of discussion on this topic as to how to provide a graduation ceremony while still following MDE guidelines. Dr. Svobodny shared the pre-school graduation plans which would be very similar in nature to the high school graduation. The parents would stay in their vehicles while the student will be allowed to exit the vehicle one at a time when their name is read, receive their certificate, and have a socially distance acceptable picture taken with the teacher.

The Administration and School Board agreed that the following was an appropriate high school graduation ceremony, and will move forward with this plan.

1. Students will all have an assigned time slot to arrive for their graduation ceremony.
2. The graduation will be done in a drive-up fashion, either with the stage being in the front lot in front of the high school or in the bus garage, depending on weather.
3. Only the student will be allowed to get out of the vehicle to receive their diploma and/or awards.
5. The student will walk the stage & PocketWatch Photography will capture a photo of each student.
6. The student will then get back in their vehicle and pull through and/or out of the lot/garage.
7. There will be no one allowed inside the building and all photos will be taken outdoors/in the bus garage.
8. The administration will communicate with families what the plan is and the remind them of the vital part they play in following all rules and remind them they must remain in their vehicles at all times during the ceremony.

### **Grading**

Dr. Svobodny shared that the elementary will be ending their regular distance learning on May 22, 2020, with May 26 through June 3 being used for individualized assessment and outreach. She shared the distance learning summary report which will be used as the elementary student's 4th quarter report card. This form will be attached to quarter's 1-3 report cards and filed.

Mr. Rowekamp shared that the high school/middle school will continue to grade with the ABCD format but add not enough evidence for middle school and an R for retake at the high school level. Teachers are encouraged to communicate early with students and parents that need more attention. The high school is also considering allowing 9-12 grade to decide if the 4<sup>th</sup> quarter grades will count towards their GPA.

Due to the changes in the grading, policies 595 & 599 will be reviewed to see if any changes need to be made.

### **End of Year**

Superintendent Carolan shared that the final farewell and recognition to teachers/staff will be done via PowerPoint this year. He will begin encouraging teachers to come in and clean out their rooms for the summer soon, while still trying to limit building traffic.

Dr. Svobodny shared that after the district recognition the elementary will have their last faculty meeting, virtually. The students will be allowed to drop off materials, and/or pick up summer materials and awards. The annual goodbye wave that the teachers and staff do at the end of every year will be done a little differently this year. The staff will line up 6ft apart between along the elementary during a certain timeframe and families can drive by and they will be waving.

### **ADJOURNMENT**

A motion was made by Member McFarlen, seconded by Member Austinson, a roll call vote was taken and carried unanimously to adjourn the meeting at 7:35 PM.

Julie Austinson, Clerk  
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