

# **BOARD MINI-RETREAT MINUTES**

August 20, 2018

Chair Ron Pagel called the Mini-Retreat of the Dover-Eyota Board of Education, District #533, to order at 6:03 PM in the Dover-Eyota High School Media Center. Other Board members present: Don Andring (6:20 PM), Julie Austinson, Andrea Lehnertz, Todd Peterson, Matt Wrubel, and Superintendent Mike Carolan. Absent: Linda Nelson. Also in attendance were Elementary Principal Jeanne Svobodny, High School Principal Todd Rowekamp, Activities Director/Assistant Principal John Ostrowski, Teaching & Learning Director Nick Truxal, Teaching & Learning Specialist Peter Dodds, Business Manager Gary Betcher, and Administrative Assistant Chris Berg.

The Pledge of Allegiance was recited.

## Approve the Agenda

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

## Reports/Discussion Items

### **No Bully Initiative – Teacher Leadership Training**

Superintendent Michael Carolan provided information on the No Bully training to be given to staff during the fall workshop. The \$15,000 cost would be covered by a grant from ESPN and Major League Baseball. The initiative included the involvement of staff, students and parents, with a parent meeting to be held later in the fall.

### **In-Classroom Professional Development – Instructional Coaching**

Teaching & Learning Specialist Peter Dodds shared his vision of duties for this new position. It included in-classroom professional development with teaching staff, which he felt would have the most impact. An important aspect of his work would be the confidentiality of any assistance he provided teachers, thus allowing them to be more open for professional development support from Mr. Dodds.

Teaching & Learning Director Nick Truxal shared several aspects of the DE Staff Site that would spotlight happenings in the classroom, and provide meaningful resources for the teaching staff.

## Adopt the Resolution Relating to the Election of School Board Members and Calling the School District Election

Chair Pagel provided a description of the resolution contents.

A motion was made by Member Austinson, and seconded by Member Lehnertz, to adopt the Resolution Relating to the Election of School Board Members and Calling the School District Election (Attachment A). A roll call vote was taken with the following voting in favor: Andring, Austinson, Lehnertz, Pagel, Peterson, and Wrubel. Those voting against the same: none.

## **ADJOURNMENT**

A motion was made by Member Austinson, seconded by Member Lehnertz, and carried unanimously to adjourn the meeting at 6:55 PM.

Julie Austinson, Clerk  
Cb

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 533, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution.

The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. Even Year: The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 6th day of November, 2018.

3. Even Year: Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least fifty-three (53) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause a sample ballot to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding

preparation and distribution of ballots, election administration and cost sharing.


6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

SCHOOL DISTRICT BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 533  
DOVER-EYOTA PUBLIC SCHOOLS  
GENERAL ELECTION  
NOVEMBER 6, 2018

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INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s), like this: 

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SCHOOL BOARD MEMBER  
VOTE FOR UP TO FOUR

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- Ron Pagel
  - James Johnson
  - \_\_\_\_\_ write-in, if any
  - \_\_\_\_\_ write-in, if any
  - \_\_\_\_\_ write-in, if any
  - \_\_\_\_\_ write-in, if any
- 

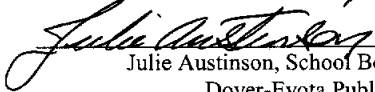
Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. Even Year: The individuals designated as judges for the state general election shall act as election

judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as clerks of election, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections.

  
Julie Austinson, School Board Clerk  
Dover-Eyota Public Schools  
August 20, 2018