

# REGULAR BOARD MEETING MINUTES

March 12, 2018

Chair Ron Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:00 PM in the Dover-Eyota High School Media Center. Other Board members present: Don Andring, Julie Austinson, Andrea Lehnertz, Todd Peterson, Matt Wrubel, Student Board Member Anna Sachs, and Superintendent Mike Carolan. Absent: Linda Nelson. Also in attendance were Principal Jeanne Svobodny, Principal Todd Rowekamp, Assistant Principal/Activities Director John Ostrowski, Curriculum Director Assistant Nick Truxal, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Amanda Briggs, Tom Flaig, Brad Hak, John Pittenger, Wendy Reynolds, Ryan Scheevel, and Elena Watson.

The Pledge of Allegiance was recited.

## Approve the Agenda

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

## Visitors to Address the Board

Elena Watson had questions about running procedures in physical education classes.

## Board Meeting Minutes

A motion was made by Member Andring, seconded by Member Lehnertz, and carried unanimously to approve the February 12, 2018 Regular School Board Meeting Minutes and the February 26, 2018 Mini-Retreat Minutes.

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

With Member Andring abstaining, a motion was made by Member Lehnertz, seconded by Member Wrubel, and carried unanimously to approve the Regular District Bills totaling \$281,909.48, and the Special District Bills totaling \$113,803.55.

## Approve the Treasurer's Report

A motion was made by Member Austinson, seconded by Member Wrubel, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$4,035,848.71 and the February electronic transfers.

## **RECOGNITIONS**

Activities Director John Ostrowski introduced Mike Nelson, who finished 3<sup>rd</sup> at the individual state wrestling competition.

## **CABINET COMMUNICATIONS**

High School Principal – Mr. Todd Rowekamp shared the following: 1) After meeting with the student Prom Committee members, the students decided to hold the Grand March in the gymnasium. They also connected with the Post Prom parents who donated \$500 to help with Grand March costs and offered to provide some setup labor; 2) Mr. Rowekamp talked about Eagle Skills and the Dover-Eyota High School Report Card, which would include an Eagle Skills score; 3) At the recent conferences, the Math Department and Physical Education Department each made presentations to parents. This information would eventually be on the website for parents to access; 3) Talked about the possible student walkouts, including the national event, to raise awareness of gun violence in schools. He was working proactively with students to relay the school district's expectations.

Assistant Principal/Activities Director – Mr. John Ostrowski shared the following: 1) He was working on a photo booth, contests, and concessions for the upcoming Middle School Activity Night; 2) Weather related changes cause hurdles especially in the spring of the year; however, this year, he had to postpone a basketball event and rescheduled it at 4:30 PM on a Wednesday evening; 3) The movie "Wonder" was watched by middle school students as part of their physical education and health class.

Elementary Principal – Dr. Svobodny shared the following: 1) Talked about the hat event to be held that Friday at both buildings to raise funds for the Masonic Children’s Hospital; 2) She distributed a document explaining why students are encouraged to read 20 minutes per day at home; 3) During the back-to-school conference/assessment days, the need for child care was mentioned. She was currently collecting survey results from parents to see if child care for one day would be beneficial; 4) There were two Academic /Triathlon teams going to state: a 5<sup>th</sup>/6<sup>th</sup> grade team and a 7<sup>th</sup>/8<sup>th</sup> grade team.

### **STUDENT SCHOOL BOARD MEMBER COMMUNICATION**

Student Board Member Anna Sachs reported on the following: 1) Along with other members, she met the National FFA President and other state officers at a recent Food Science competition at Chatfield Schools; 2) That evening, the Minnesota Honor Society had served dinner at Hope Lodge and the recipients “really appreciated it;” 3) The “Give 16” events to support the Masonic Children’s Hospital would include a hat day and more events throughout the week; 4) Band and Choir concerts would be held the following week, as well as contests. She added, “We are ready to bring home a superior ranking!”

### **REPORT**

#### Washington, DC Trip

Advisor John Pittenger presented a slide show of the recent student trip to Washington, DC and talked about the various sites they visited, activities, and legislative leaders they met. He thanked the Board for providing school bus transportation to and from the airport.

#### K-12 Physical Education Department Presentation

Physical Education Instructor Brad Hak gave a presentation about running in physical education. He relayed that, one of the benefits that came out of the parental concern was the opportunity to meet and discuss whether excessive running was harming the children. His presentation included the following:

- the national standards/benchmarks for physical education
- the need for students to understand the value of being physically active and that hard work is required to better oneself
- reasons that students may not be able to participate on any given day (i.e., illness) and stationary bikes and the Fitness Center equipment being used when a student can’t run
- benefits of running (i.e., improves mental health)
- using running to chart a student’s progress in physical education and the expected running time and physical education activities at the various grade levels
- research indicates there is no correlation between knee damage and running
- running is considered a skill and is part of most sports
- the “reasons we run in high school physical education”

When talking about being compared to other schools, he said, “We don’t want to be like every other program – we want to be ahead of the curve.” Mr. Hak gave examples of parents and students who appreciate the running portion of the physical education program. The Physical Education Department had discussed the concerns brought forward, and would continue to re-evaluate and make changes to build an even better program. He then answered questions brought forward by the Board and parents.

#### Teacher Growth & Evaluation Presentation

Due to questions asked at the School Board’s Mini-Retreat, Supt. Carolan provided information about teacher evaluations and the various tasks used in the process. Annual components completed included an Individual Growth and Development Plan, Professional Growth Goal, Student Learning SMART Goal, Quarterly Peer Review, and a Longitudinal Student Engagement Survey. Mr. Carolan shared a Teacher Summative Evaluation Checklist.

### **OLD BUSINESS**

#### Second Reading and Approval of the 2018-2019 School-Age Child Care (SACC) Handbook

A motion was made by Member Wrubel, seconded by Member Peterson, and carried unanimously to approve the 2018-2019 School-Age Child Care (SACC) Handbook.

Second Reading and Approval of the 2018-2019 Board Assumptions

A motion was made by Member Andring, seconded by Member Wrubel, and carried unanimously to approve the 2018-2019 Board Assumptions (Attachment A).

Approve Teaching & Learning Specialist Position

A job description for this position was provided to the School Board. Supt. Carolan relayed that this position would compliment the good work that Assistant Curriculum Director Nick Truxal had done, and would help carry the district forward. It would provide a new level of support for the teachers and would be an assistant to the Curriculum Director. Funding would come from the Minnesota Department of Education integration funds, our staff development funds, and loss of expense of running the Dover building. It was noted that the Board had approved a literacy position in the past, which was never filled. It was relayed that the district had also applied for a grant that would cover this new position, plus another to assist teachers in the literacy area.

Member Peterson expressed concern about hiring an individual at a salary of around \$100,000 a year, and then adopting a resolution to make reductions. Supt. Carolan explained the reduction resolution was there for legal reasons. He added, "We are trying to stem the flow of outgoing Post Secondary Enrollment Option (PSEO) students and the resolution has to be there in case we have to reduce staff due to a reduction of students. Hopefully, we can motivate teachers to get credits needed for concurrent enrollment classes and keep students in our building."

Member Austinson felt that the evaluation process needed to be solid before the district hired positions to support teachers. She couldn't support the new literacy position until she was clear about the curriculum and principal roles.

Starting in 2018-19, Mr. Truxal would assume the full-time Curriculum Director role which included curriculum, staff development, gifted and talented, and district assessment, duties this position had always held. The new literacy position would be under a 195-day contract to start at the 2018-19 school year, and would be a collaborative model where the individual would be in the classroom with the instructor to assist in teaching students. Mr. Truxal added, "There has been a culture shift where teachers are willing to open their classroom to literacy coaches and to peers in order to focus on growth." The administration wanted to post the position immediately, so as not to lose ideal candidates.

A motion was made by Member Andring, and seconded by Member Peterson. A roll call vote was taken with the following voting in favor: Andring, Pagel, Peterson, Lehnertz, and Wrubel. Those voting against the same: Austinson. The motion carried 5 to 1.

**NEW BUSINESS**

Class of 2018 Request for Open Campus

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to approve the Class of 2018 request for open campus during fourth quarter.

Reduction Resolution

Chair Pagel advised that adopting the resolution was a formality put in place in the event the district must reduce any position. Member Andring expressed concern about the number of students leaving under the Post Secondary Enrollment Options (PSEO) program, and relayed that the resolution would allow the district to reduce positions, if necessary.

A motion was made by Member Andring, and seconded by Member Peterson 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, Austinson, Peterson, Lehnertz, Wrubel and Pagel. Those voting against the same: none. The motion carried unanimously.

Consent – Accept Resignations, Approve New Hires, Accept Donations

A motion was made by Member Lehnertz, seconded by Member Wrubel, and carried unanimously to:

Accept Resignations: NIKITA ALBRECHT as Drama Director, and JEREMY DOHRN as Custodian.

Accept Hires: CHELSEA STADSVOLD as EBD Instructor beginning the Fall of 2018; CADY BATZEL as Adult SACC Worker; JOHN OSTROWSKI as 8th Grade Softball Coach; KELLY SCHLIESMAN as 7th Grade Softball Coach.

Accept Donations: Washington DC Trip - \$500 from DOVER FIRE; Cross Country - \$500 from the EAGLES WRESTLING CLUB.

**HEARING OF REPORTS**

Supt. Carolan relayed the following: 1) Talked about the possibility of offering concurrent enrollment by encouraging teachers to take credits to be certified to teach these classes; 2) Principal Rowekamp had talked to target students about possible student walkouts and had sent a message to parents about the district's expectations; 3) He sought latitude from the Board to make a decision if a fourth snow day would have to be made up. Member Andring felt it would set a precedent and did not approve of the idea. Mr. Carolan also talked about future E-Learning Days to make up for snow days; 4) He had the opportunity to share the district's story and Strategic Plan at Faith United Methodist Church.

Board of Education Committee Reports & Communication

**Andring** – Relayed that “tough decisions were made tonight.” Mr. Andring hoped that the district doesn't have any more snow days. Congratulated the Dover-Eyota Eagles Foundation on a very successful auction.

**Austinson** – The Policy Committee would meet the following Monday evening.

**Peterson** – Relayed that the Teamster negotiations would soon begin.

**Lehnertz** – Would share with Mr. Carolan information about a group that could teach our staff to apply tourniquets. Mrs. Lehnertz thanked Anna Sachs and the Student Council for meeting with the Board in February and added, “We have some talented, hardworking individuals at this school that make me proud.” She ended her report by congratulating Mike Nelson and Coach David Otomo.

**Wrubel** – He had been unable to attend a Crisis meeting. Supt. Carolan shared that the group had looked at lockdown procedures, and would create a table top session of an active shooter scenario.

**Pagel** – The Hiawatha Valley Education District had worked on their budgets. Their Birth to 3 program was growing extensively. He added, “Addressing issues at a young age is the best money spent.” Mr. Pagel congratulated Mike Nelson. He ended his report by indicating his appreciation of the physical education report and said, “I learned a lot about our PE program.”

**ADJOURNMENT**

A motion was made by Member Wrubel, seconded by Member Peterson, and carried unanimously to adjourn the meeting at 9:34 PM.

Julie Austinson, Clerk  
Cb

# 2018-2019 Dover-Eyota School Board Assumptions

School Board approve March 12, 2018

## 2018 - 2019 Budget Revenues

1. Enrollments:

Attachment A

January, 2018	Weight Factor	Total Enrollment	Weighted (WADM*)
Kindergarten	1.0	79	79.0
Grades 1-6	1.0	520	520.0
Grades 7-12	1.2	515	618.0
<b>Total</b>		<b>1,114</b>	<b>1,217.0</b>
Projected 2018-2019	Weight Factor	Total Enrollment	Weighted (WADM*)
Kindergarten	1.0	80	80.0
Grades 1-6	1.0	510	510.0
Grades 7-12	1.2	526	631.2
<b>Total</b>		<b>1,116</b>	<b>1,221.2</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 2018-2019 is expected to be \$6,312 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 - \$441,601.69
3. Federal aids: Title I, II estimated to be \$67,500 - \$71,259.
  4. Athletic fees same as 2017-2018: 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 \$3.75 adults; Breakfast - \$1.40 K-12, and \$1.95 adult. Milk - \$.45. 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 - \$100, Learning Readiness 4-Yr olds - 3x/AM \$195, 5x/PM \$260, Transition Class - \$295.
  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 change 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)		
MSSH 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)		70.00 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)	30.00 Per Hour	
Cook Charge (2-hour minimum)	30.00 Per Hour	
Lighting/Sound Technician (2-hour minimum)	30.00 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:

- AM - flat \$4 or \$5 for drop in
- PM - flat rate of \$5 for 2:50-4:30 PM, \$9 for 2:50-6 PM, \$6 for drop in until 4:30 PM, and \$10 for drop in until 6 PM
- Wednesday late start - \$4 for 6:30-7:30 AM and Free from 7:30-8:30 AM
- Other late starts - \$4 for 8:00-9:00 AM and \$7 for 8:00-10:00 AM
- School Year Early Release - \$7 flat rate
- Non-School Days - \$30 for full day (over 5.5 hours) and \$20 for half day (5.5 hours or less)
- Summer - \$30 for full day (over 5.5 hours), \$20 for half day (5.5 hours or less), \$32 for full day drop in, \$22 for half day drop in
- Late Pick-up (after 6 PM) - \$5 for each five minutes starting at 6:01 PM
- Late Notice/No Show - full regular fee
- Registration fee - \$35 per family annual registration fee.

**2018-2019 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 2018-2019 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:** .9 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 curriculum/continuous improvement/assessment/staff development/gifted & talented director and coordinator, (Proposed) 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 1 FTE Technology Integrationist, .75 FTC SACC, .30 Special Ed. Billing.

**Food Service:** 1.0 director, 1 Site Manager @ 8 hrs/day/4 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, .5 Asst. to transportation Dir., 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.

	Head	Head	Asst. B	9th	C
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					
Danceline	1		1		
Girls' Soccer	1		1		1
Boys' Soccer	1		1		1

4. Full-time athletic trainer at \$21,930.
5. All utility & bus fuel costs budgeted at 2017-2018 Revised Budget levels.

6. Instructional Supply budgets will remain at 2017-2018 levels:
 

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

Operations supply budgets for 2018-2019 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 2018-2019 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 \$37,500.
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 2017-2018 budget levels.
11. Food and milk costs estimated at a 5% increase from 2017-2018 actual amounts.
12. Technology for 2018-2019 is \$30,000 for services, supplies, repairs, etc.
13. All repair & maintenance budgets for 2018-2019 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 2018-2019 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)