

REGULAR BOARD MEETING MINUTES

November 13, 2017

Chair Ron Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:02 PM in the Dover-Eyota High School Media Center. Other Board members present: Don Andring, Julie Austinson (7:04 PM), Andrea Lehnertz, Linda Nelson, Matt Wrubel, Student Board Member Anna Sachs, and Superintendent Mike Carolan. Absent: Todd Peterson. Also in attendance were Principal Jeanne Svobodny, Principal Todd Rowekamp, Assistant Principal/Activities Director John Ostrowski, Assistant to the Curriculum Director Nick Truxal, Business Manager Gary Betcher, Food & Nutrition Director Carrie Frank, Administrative Assistant Chris Berg, Luke Borst, Tom Flaig, Sam Hajek, Makenna Hart, Stephanie Holliday, Dom & Katie Kellen, Stephanie Porter, Suzette Rowen, Kassie Sanders, and Heidi Uthke.

The Board recited the Pledge of Allegiance.

Approve the Amended Agenda

Chair Pagel advised of these additions: donation from PATT, and hires of Shyann Elliott, Miette Anderson and Anna Sachs.

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

Visitors to Address the Board

There were no visitors wishing to speak to the Board.

Consent - Board Meeting Minutes

A motion was made by Member Andring, seconded by Member Lehnertz, and carried unanimously to approve the October 9, 2017 Regular Board Minutes.

Consent – Approve Regular Bills and Special Bills

With Member Andring abstaining, a motion was made by Member Wrubel, seconded by Member Lehnertz, and carried unanimously to approve the Regular District Bills totaling \$268,903.98, and the Special District bills totaling \$124,937.93.

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 \$5,100,320.48 and the October electronic transfers.

RECOGNITIONS

Supt. Carolan advised the fall musical "A Wonderful Life" was very good. He said it was "great work" by the kids and a credit to the Choir and Mr. Ryan Anderson. He also relayed that the Band and Choir were at the Three Rivers Conference Honor & Band event at Southland that day.

Principal Rowekamp gave special recognition to Mr. Anderson and community members who stepped up with Mrs. Nikita Albrecht having to leave to have her baby. He added, "It was neat to watch Mr. Anderson and a couple of students take a leadership role to help prepare the music." Mr. Rowekamp also acknowledged the accomplishments of Miss Stephanie Porter and the FFA Horse Team and Forestry Team.

Activities Director John Ostrowski advised that, for the second time, Annika Juenemann had qualified for state cross country competition. A signing ceremony would be held as she heads off to St. Cloud State next year.

STUDENT/STAFF REPORTS

FFA National Convention

FFA Advisor Stephanie Powers and students Luke Borst, Makenna Hart, Heidi Uthke, Kassie Sanders, and Anna Sachs shared their experiences at the national convention in Indianapolis, Indiana. They also thanked the Board for allowing them to attend the convention.

The students talked about the teams that qualified for state competition: the Horse Judging Team with members being Libby Onsager, Kaydance Hart, Nevaeh Hoffman, Luke Rasmussen, and Makenna Hart; and the Forestry Team consisting of Kassie Sanders, Katrina Uthke, Heidi Uthke, and Alex Bushman.

Job Shadow Program

Principal Todd Rowekamp introduced Job Shadow Program Coordinator Stephanie Holliday who provided information about the program.

Mrs. Holliday relayed that the students took a career interest survey, and then talked about professionalism, professional communication, and questions to ask the employer about the career. Local businesses that participated included the Eyota Veterinary Clinic, Allen Outdoor Solutions, Benike Construction, Dover-Eyota Elementary School, Shea Design, Arbor Gardens, Higgins Custom Cabinetry, Don's Electric, and Perry Dental. The students later give a presentation to their classmates about their experience. Both the businesses and students completed a survey after the job shadow.

Student Sam Hajek provided a presentation that relayed her job shadow experience with Perry Dental. She saw a lot of different procedures, enjoyed the experience, and plans to pursue a dental career.

Principal Rowekamp talked about the new program and how other groups (i.e, business, etc.) would be included in the job shadow program.

Elementary School Woods Committee

Elementary School Woods Committee Chair Suzette Rowen relayed their mission: "The Dover-Eyota School Forest will be managed to create learning opportunities for the people of the community by preserving a place for people to experience and appreciate the natural world and develop a land ethic." Mrs. Rowen said that Kurt Hinz of the DNR Forestry completed a Woodland Stewardship Plan back in 2007 that gave the property features which include a high water table in some areas and four different soils. Mrs. Rowen also talked about the trail and woods maintenance over the years, the upcoming goat program that would battle the buckthorn concern, a history of the woods, and projects that have affected the size of the woods. The committee's recommendation was to keep the woods as is.

Mr. Carolan had attended the Woods Committee meeting and found them very passionate about the need for the woods to stay in its current form. Although the proposed bike trail was provided with the best intention, it would not be beneficial to the woods.

Mrs. Rowen explained that buckthorn had taken over the woods, and areas would be fenced and goats brought in an attempt to eradicate the species, rather than use herbicides. This option would also be educational for the students. The \$4,000 cost would be reimbursed by state funds and the district would need to commit to a continued battle against the buckthorn.

CABINET COMMUNICATIONS

Assistant Principal/Activities Director – Mr. John Ostrowski shared the following: 1) A Rochester mountain bike club had guidelines that allow students to letter. They sought the Board's permission to allow Victoria Voss to letter in this sport. It was the consensus of the Board to allow lettering in this area; 2) The Eagle Bluff trip had been held the previous week with 8th graders; 3) At the Three Rivers Conference meeting the following day, he expected to be advised that four schools would not have 9th grade girls' basketball teams. He was seeking other schools to cover those eight games.

Elementary Principal – Dr. Svobodny shared the following: 1) There was great attendance at the fall parent/student conferences. Parent feedback was favorable regarding the quality of information shared, and the teachers reported they were able to talk more quickly about the heart of the conferences since they had met with parents before school started; 2) Literacy Consultant Ann Wenisch was at the elementary for four full days and provided a variety of training opportunities for the elementary regular education classroom teachers. The teachers are continually trying to approve the children's reading abilities, and the Reading Committee would meet to discuss further action plans.

High School Principal – Mr. Todd Rowekamp shared the following: 1) He talked about the fact that the Job Shadow Program exceeded his expectations; 2) Curriculum Director Assistant Nick Truxal joined him to talk about the Student School Board meeting in Rochester they had attended through the Integration and Achievement Grant. Mr. Truxal said that the students represented the school district very well, and came back excited with ideas of how to make their program more effective.

STUDENT SCHOOL BOARD MEMBER COMMUNICATION

Student Board Member Anna Sachs reported on the following: 1) "It was a lot of fun putting together the musical." There were ten seniors participating and she was a stage manager. Anna thanked Mr. Ryan Anderson for taking it over after Mrs. Albrecht was unavailable; 2) The Choir and Band received a lot of compliments after they performed at the veterans ceremony; 3) Six Choir members and nine to ten Band members were competing at the Three Rivers Honor Band & Choir event that day; 4) DE students would be participating in an Cappella concerts on Saturday with other schools and college groups; 5) Anna expressed concern about some students taking a class for the wrong reason and bringing down the rest of the students who wanted to succeed.

REPORTS

Preliminary 2016-2017 Audit Report

Business Manager Gary Betcher provided the Board with a preliminary audit report, and relayed that the funds were better than originally projected. The final audit would be presented at the December meeting by auditor CliftonLarsonAllen.

OLD BUSINESS

Let Bids for a Handicap Van

Supt. Carolan expressed the need to move up the discussion of purchasing a new handicap van as the current one would require major repairs and it could no longer transport students at the end of May 2018.

A motion was made by Member Austinson, seconded by Member Lehnertz, and carried unanimously to let bids for a handicap van.

Second Reading and Approval of the 2018-2019 Academic Calendar

Supt. Carolan advised that no changes had been made to the calendar since the Board's first reading in October, and that the calendar contained 175 student contact days.

A motion was made by Member Andring, seconded by Member Nelson, and carried unanimously to approve the Final 2018-2019 Academic Calendar (Attachment A).

NEW BUSINESS

Food Service Department Proposed Purchases

Food & Nutrition Director Carrie Frank advised of other department happenings such as a mural being painted in the elementary cafeteria by Greg Wimmer to incorporate Farm to School, healthy eating, and physical activity. Also, there was a bumper crop of apples from the orchard this year.

Mrs. Frank informed the Board that a high school oven went down, and she was soliciting quotes for a HydroVection oven that cooks with moisture and then dry heat to produce a higher volume and juicier product. She advised that the Food Service fund balance was healthy, that she had secured a quote of \$27,028.37, and was seeking permission to purchase the oven via the quote process rather than the bid process. She would advertise the sale of the older unit.

A motion was made by Member Andring, seconded by Member Wrubel, and carried unanimously authorize Food & Nutrition Director Carrie Frank and Supt. Mike Carolan to seek two more quotes for a HydroVection oven and accept the one with the best value.

Director Frank also relayed that she had received an email from a Minneapolis school district putting together a proposal for the National Food to School conference, and they have asked Dover-Eyota to join them. Mrs. Frank said, "It is quite an honor and a great perspective to have a large inner city and a small rural community collaborating together."

Approve the Memorandum of Understanding

Superintendent Carolan reminded the Board members of the plan he and Curriculum Director Assistant Nick Truxal were working on to bring a reading licensure cohort to our teaching staff. There were currently six Dover-Eyota staff wishing to participate, and there were other district teachers wanting to join us to make up the ten required for the program. The Memorandum of Understanding relayed the various aspects of the program (who pays the tuition cost, lane changes, commitment to stay at DE, etc.).

A motion was made by Member Andring, seconded by Member Wrubel, and carried unanimously to approve the Memorandum of Understanding with teaching staff who would be participating in the reading licensure program.

Consent – Accept Resignations, Approve New Hires, Accept Donations

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

Accept the resignations of JOHN OSTROWSKI as 7th Grade Girls’ Softball Coach;

Accept the hire of NICOLE EINSMAN as Long-Term Substitute Preschool Instructor; MICHAEL NADEAU as Long-Term Substitute Choir Instructor; Targeted Services Instructional Assistants BARB KINGSLEY and TAYLOR SCHERBRING; Targeted Services Teachers NICOLE EINSMAN, AMANDA KRUGER, TERRY SINN, and MICHELLE MCNALLAN; Targeted Services Student Tutors MIETTE ANDERSON and ANNA SACHS; and SHYANN ELLIOTT as an Early Childhood Special Education Instructional Assistant.

Accept the following donations: \$2,000 to Band from the HIAWATHA VALLEY SNO-SEEKERS, INC.; an infield drag valued at \$200 from BRYAN TODD; \$192.25 from KWIK TRIP DONATORS to the high school; \$5,126 from the DOVER-EYOTA MUSIC ASSOCIATION for a sound shell; and \$1,704.98 for 3 years of planetarium transport and \$187.56 for crackers from PATT.

HEARING OF REPORTS

Supt. Carolan relayed the following: 1) He was happy with the choice to hire the Institute for Environmental Assessment (IEA) for environmental services as the district was getting a lot of “top-notch” service; 2) Reminded them of the Minnesota School Board Association’s Leadership Conference January 10-12, 2018; 3) Curriculum Director Assistant Nick Truxal and Principal Todd Rowekamp were bringing the Instructional Round process to the high school staff; 4) The online bullying report system was now live, the information had been provided to parents and students, and he had received two bullying reports; 5) The Post Secondary Enrollment Options surveys had been released that day and twenty parents responded within minutes; 6) At the end of November and first week of December, he would be in Korea with his daughter.

Board of Education Committee Reports & Communication

Andring – Starting January 1, Steve Sallee would be the Executive Director of the Southeast Service Cooperative. Mr. Andring immensely enjoyed the fall musical “A Wonderful Life”. He added, “It was fantastic that people from Ryan Anderson to the pianist, to the students who pitched in, to make it a reality after the sudden change of plans.” Mr. Andring ended his report by saying that Rochester’s Student Board was an interesting concept.

Austinson – Member Austinson would be attending a Policy Committee meeting the following Monday night.

Wrubel – Apologized for missing the October Board meeting, and welcomed Anna Sachs to the team.

Pagel – Don Andring and Mike Carolan had accompanied him to the new Rushford school which had a lot of unique characteristics including a lot of limestone that fit in the area. Each classroom had three different heights of desks and some didn’t have chairs. There were a lot of nooks and crannies for reading spaces and lots of natural light.

ADJOURNMENT

A motion was made by Member Lehnertz, seconded by Member Wrubel, and carried unanimously to adjourn the meeting at 8:51 PM.

Julie Austinson, Clerk
Cb

Board Approved 11/13/2017 TBD: 7-12 Open House and Two evening 6-12 Parent Contact Days (approx 4 hrs each)

Student contact days: 175
P/T conference days (24 hours)

Inservice	Workday
8/27 (.5)	8/27
8/28 (.5)	8/28
8/29 (.5)	8/29
1/15 (.5)	1/15
1/21 (.5)	1/21
3/29 (.5)	3/29
6/5 (.5)	6/5

3.5 days of each
 Work/Inservice days may be adjusted by the individual building.

Q1 = 41 days
 Q2 = 44 days
 Q3 = 47 days
 Q4 = 43 days

KEY:
 NS = No School
 I = Inservice for teachers
 W = workday for teachers

EO = Early Out (EL @ 12:55. HS @ 1:07)
 LS = 1-Hr Late Start
 * = Potential Snow Makeup Day

= vacation or holiday
 = buildings closed
 = buildings closed & no student activities

No School for Gr K-5 on Sept 4 & 5 due to scheduled conferences/assessments

**Dover-Eyota Public Schools
 2018-2019 Calendar**

AUGUST 2018

		1	2	3
6	7 <small>Primary Elections (no activities from 6-8 pm)</small>	8	9	10
13	14	15	16	17
20	21	22	23	24
27	28	29	30	31
W/I	W/I	W/I		

SEPTEMBER 2018

3 <small>Labor Day Bldgs Closed</small>	4 <small>6-12 First Student Day</small>	5	6 <small>K-5 First Student Day</small>	7
10	11	12 LS	13	14
17	18	19 LS	20	21
24	25	26 LS	27	28

OCTOBER 2018

1	2	3 LS	4	5
8	9	10 LS	11	12
15 <small>K-12 PM Conferences</small>	16 <small>K-12 PM Conferences</small>	17 <small>K-5 Conferences</small>	18 <small>Teacher Convention</small>	19
22	23	24 LS	25	26
29	30	31 LS		

NOVEMBER 2018

			1 <small>End 1st Quarter</small>	2
6 <small>NS WI</small>	7 <small>Election Day (no activities from 6-8 pm)</small>	8 LS	9	
12 <small>Valentine's Day Observed (no evening meetings)</small>	13	14 LS	15	16
19	20 <small>NS</small>	21 <small>Bldgs closed-No Activities</small>	22 <small>NS</small>	23 <small>Bldgs closed</small>
26 <small>School Resumes</small>	27	28 LS	29	30

DECEMBER 2018

3	4	5 LS	6	7
10	11	12 LS	13	14
17	18	19 LS	20	21
24 <small>NS</small>	25 <small>Bldgs closed-No Activities</small>	26 <small>NS</small>	27 <small>NS</small>	28 <small>NS</small>

JANUARY 2019

	1 <small>NS</small>	2 <small>LS</small>	3	4
7	8 <small>Bldgs closed-No Activities</small>	9 <small>School Resumes</small>	10	11
14	15	16 LS	17	18 <small>EO/W End 2nd Quarter</small>
21 <small>NS</small>	22 <small>WI</small>	23 LS	24	25
28	29	30 LS	31	

FEBRUARY 2019

				1
4	5 <small>Captives (no activities from 6-8 pm)</small>	6 LS	7	8
11	12	13 LS	14	15
18 <small>Presidents' Day</small>	19	20 LS	21	22
25 <small>K-12 PM Conferences</small>	26	27 LS	28 <small>K-5 PM Conferences</small>	

MARCH 2019

				1 <small>NS</small>
4	5	6	7	8
11	12 <small>Tombow Election (no activities from 6-8 pm)</small>	13	14	15
18	19	20 LS	21	22
25	26	27 LS	28 <small>End 3rd Quarter</small>	29 <small>NS</small>

APRIL 2019

1 <small>School Resumes</small>	2	3 LS	4	5
8	9	10 LS	11	12
15	16	17 LS	18 <small>NS</small>	19 <small>Bldgs closed-No Activities</small>
22 <small>NS</small>	23 <small>School Resumes</small>	24 LS	25	26
29	30			

MAY 2019

		1 LS	2	3
6	7	8 LS	9	10
13	14	15 LS	16	17
20	21	22 LS	23 <small>Last day for seniors</small>	24
27 <small>NS</small>	28 <small>Bldgs closed</small>	29 <small>Marshall Day</small>	30	31

JUNE 2019

3 <small>EO/W</small>	4 <small>End 4th Quarter</small>	5 <small>W/I</small>	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28

JULY 2019

1	2	3	4 <small>Bldgs closed</small>	5 <small>Bldgs closed</small>
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

Graduation May 26

Dover-Eyota Schools 2018-2019 Calendar

Mon/Fri, TBD	New Staff Workshop (5 days)
Mon, August 27	K-12 Teacher Workday/Inservice
Tue, August 28	K-12 Teacher Workday/Inservice Employee Breakfast, 7:30 AM
Wed, August 29	K-12 Teacher Workday/Inservice
Mon, September 3	Labor Day – Buildings Closed
Tue, September 4	Grades 6-12 First Day of School – No School for Grades K-5 Due to Scheduled Conferences/Assessments
Wed, September 5	No School for Grades K-5 Due to Scheduled Conferences/Assessments
Thu, September 6	Grades K-5 First Day of School
Mon, October 15	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Tue, October 16	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Wed, October 17	No School – K-5 Parent/Student/Teacher Conferences (see below)
Thu-Fri, Oct. 18-19	No School – Teacher Convention
Fri, November 2	End of 1st Quarter
Mon, November 5	No School – K-12 Teacher Inservice/Workday
Wed, November 21	No School
Thu, November 22	No School – Thanksgiving – Buildings Closed/No Student Activities
Fri, November 23	No School – Buildings Closed
Mon, Dec. 24 – Tue, Jan. 1	No School – Winter Holiday – Buildings Closed 12/24, Buildings Closed/No Student Activities 12/25 & 1/1
Wed, January 2	School Resumes
Fri, January 18	End of 2nd Quarter , Early Out - Teacher Work
Mon, January 21	No School – K-12 Teacher Workday/Inservice
Mon, February 25	Regular School Day - K-12 Parent/Student Teacher Conferences (see below)
Thu, February 28	Regular School Day - K-5 Parent/Student/Teacher Conferences (see below)
Fri, March 1	No School
Thu, March 28	End of 3rd Quarter
Fri, March 29	No School – K-12 Teacher Work Day/Inservice
Thu, April 18 – Mon, April 22	No School – Bldgs Closed/No Student Activities 4/19 (Potential Snow Makeup Days April 18 & April 22)
Tue, April 23	School Resumes
Thu, May 23	Last Day of Classes for Seniors
Sun, May 26	Graduation, 1:30 PM
Mon, May 27	No School – Memorial Day – Buildings Closed
Tue, June 4	End of 4th Quarter – Last Day for Students – Early Out - Teacher Work Day
Wed, June 5	K-12 Teacher Workday/Inservice
Thu-Fri, July 4-5	Buildings Closed

Dover-Eyota Parent/Student/Teacher Conference Schedule

High School (Fall)	Grades 6-12
Mon, October 15	– Conferences time 3:30-7:30 PM
Tue, October 16	– Conferences time 3:30-7:30 PM
TBD	– 7-12 Open House, 3:30-7:30 PM
High School (Winter)	Grades 6-12
TBD	– Evening Parent Contact Days 3:30-7:30 PM
Mon, February 25	– Conferences time 3:30-7:30 PM

Elementary (Fall)	Grades K-5
Mon, October 15	– Conferences 3:30-7:00 PM
Tue, October 16	– Conferences 3:30-7:00 PM
Wed, October 17	– Conferences 7:30 AM-3:30 PM
Elementary (Winter)	Grades K-5
Mon, February 25	– Conferences 3:30-7:00 PM
Thu, February 28	– Conferences 3:30-7:00 PM

	Reg Att Days	Early Outs	1 Hr Late Starts
Q1	41		
Q2	44	1/18	Wednesdays 9/12
Q3	47	& 6/4	through 5/29
Q4	43		
TOTALS	175		