

REGULAR BOARD MEETING MINUTES

July 10, 2017

Chair Ron Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:07 PM in the Dover-Eyota High School Media Center. Other Board members present: Don Andring, Andrea Lehnertz, Linda Nelson, Todd Peterson, Matt Wrubel, and Superintendent Mike Carolan. Absent: Julie Austinson. Also in attendance was Business Manager Gary Betcher, Transportation Director Dustin Pagel, High School Principal Todd Rowekamp, Food & Nutrition Director Carrie Frank, Administrative Assistant Chris Berg, and Chris Quam.

The Board recited the Pledge of Allegiance.

Amended Agenda

Chair Pagel advised of these additions – Resignations of Rachel Weess of Elementary Instructor and Heather Wobschall as District Office Assistant; and Hire of Heather Wobschall as Elementary Principal's Secretary.

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

Visitors to Address the Board

No visitors wished to address the Board.

Board Meeting Minutes

A motion was made by Member Andring, seconded by Member Lehnertz, and carried unanimously to approve the June 12, 2017 Regular Board Minutes.

Regular Bills and Special Bills

A motion was made by Member Nelson, seconded by Member Wrubel, and carried unanimously to approve the Regular District Bills totaling \$89,880.70, and the Special District Bills totaling \$194,078.54.

Treasurer's Report

A motion was made by Member Lehnertz, seconded by Member Peterson, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$5,163,933.30 and the June electronic transfers.

RECOGNITIONS

Band Director Ryan Anderson had shared highlights of the New York trip with the Superintendent. Supt. Carolan relayed that it was a tremendous trip with 92 individuals attending including chaperones. The group toured, marched, saw a lot of places, and completed a service project in Chicago. Many compliments had been received regarding the students' great attitudes and behavior.

Dover-Eyota 8th grader Mariah Palmby recently sang the National Anthem at a Twins' game.

CABINET COMMUNICATIONS

Principal Todd Rowekamp relayed how he had enjoyed serving on the Wall of Fame Committee and added, "Some very deserving people were recognized." In his report he had highlighted the various staff development activities going on this summer.

REPORTS

Transportation Report

Transportation and Grounds Director Dustin Pagel shared information about the Route Finder Pro software, which would have the first bus leaving at 6:45 pm and the last at 6:55 pm. Fifteen minutes of time was eliminated from at least three routes. The program establishes routes that are as efficient as possible, meaning less time the students must ride the bus. Mr. Pagel talked about the need to establish walk zones - how far to make kids walk to/from school or to a bus stop. The school district manual says two miles.

Supt. Carolan relayed that parents see a bus go by and can't understand why it can't stop to pick up their children. He added, "Every stop is another delay and we are trying to avoid the hour-long rides for students."

Mr. Pagel relayed the current in-town Eyota stops, as well as those on the east side of Rochester for students in that area. Under the new plan, every child living north of the tracks would receive transportation. Current in-town stops (the Methodist and Catholic churches, and the Eyota Market) would be eliminated. He sought input from the Board as what the acceptable "walk zone" would be, and recommended it be all areas south of the tracks. The discussion included the possibility of continuing in-town stops; however, Mr. Pagel is already short drivers this fall as two additional regular bus drivers and a van driver are needed.

A motion was made by Member Wrubel, seconded by Member Nelson, and carried unanimously to adopt the Elementary Walk Zone which will be south of the Eyota railroad tracks. The public would be made aware of the change as soon as possible.

Food Service Report

Director Carrie Frank shared some restructuring in the Food Service Department. The Lead Cook position has been part of the Teamsters Union and so, that position has had no authority over their staff. To alleviate this concern, she would like to create a non-union, part-time (4 days a week) Operations Manager position. This individual would be at each site at least two days a week to train and supervise the staff, and be available to substitute when an employee is absent. Mrs. Frank would like to place the current High School Lead Cook into the position due to her experience, excellent cooking skills, and willingness to learn new techniques.

Supt. Carolan relayed that he had approved the position and just wanted the Board to be aware of the hiring.

Mrs. Frank said that the district was cited last year for not increasing prices and that meal prices would remain the same this year. Also, the state had indicated we must have a policy or procedure in place for meal charging, and we currently have a procedure in place. She also indicated she would consistently monitor the Wellness Policy and advise the Board of any needed changes. Mrs. Frank was seeking quotes to replace the high school dish washer with a smaller unit that has an additional tray drying area. The good news was that it would be purchased out of Food Service funds and, they may be able to also purchase a water softener for this unit.

First Reading of Handbooks

The Board held their first reading of the staff and student handbooks. They would be brought back for second reading and approval at the August Board meeting.

First Reading of Policy Changes

The Board held their first reading of changes to these policies: 509 Enrollment of Nonresident Students, 525 Violence Prevention (Staff & Student), 603 Curriculum Development, 604 Instructional Curriculum, 612.1 Development of Parental Involvement Policies, 618 Assessment of Student Achievement, and 1002 School Closings. The Policy Committee had reviewed these changes, which would be brought back to the August meeting.

OLD BUSINESS

Bids for Dairy Products, Fuel Products and Snow Removal for the 2017-18 School Year

Supt. Carolan relayed that three snow removal bids had been received – Cutting Edge, Wigham Trucking, and M&M Construction. M&M would receive the bid this year.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to award the snow removal bid to M&M Construction.

Supt. Carolan said that two dairy bids had been received – Hastings Co-op and Dean Foods. It was the Purchasing Committee's recommendation that Hastings be awarded the bid.

A motion was made by Member Lehnertz, seconded by Member Wrubel, and carried unanimously to award the dairy products bid to Hastings Co-op.

Mr. Carolan advised that two fuel bids had been received – Feils Oil Co. and CHS. Current provider Feils was the winner.

A motion was made by Member Nelson, seconded by Member Peterson, and carried unanimously to award the fuel products bids to Feils Oil Company.

NEW BUSINESS

2017-2019 Bus Driver Agreement

Supt. Carolan said they were working out the final details of the contract. One item was an annual stipend for anyone who completed a year after their 6th year. Other stipulations would apply, such as an employee must work at least 110 days to be eligible. A regular bus route driver would receive \$500, a regular LRP bus route driver would receive \$250, and a regular van driver would receive \$250. He said, "This would recognize their commitment to the district." They currently receive a stipend for not missing any days of work. Action on this item was tabled until the August meeting.

Open Enrollment Request

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to make an open enrollment cap exception at Grade 8 and approve an additional request. This brings the class to 99. Member Wrubel expressed concern about the Board exceeding the set cap and not having a clear idea of what the maximum would be.

Long-Term Facility Maintenance Plan

Supt. Carolan provided information on the revenue and expenditure budgets of the plan. He talked about forming a facilities committee to help determine future needs and future projects/expenditures.

A motion was made by Member Lehnertz, seconded by Member Peterson, and carried unanimously to make approve the Long-Term Facility Maintenance Revenue and Expenditure Budget.

Fundraiser Request

A motion was made by Member Lehnertz, seconded by Member Nelson, and carried unanimously to approve the annual cookie dough and online clothing fundraiser by the football team.

Consent – Accept Resignations, Approve New Hires, and Accept Donations

A motion was made by Member Nelson, seconded by Member Peterson, and carried unanimously to accept the:

Resignations of LINCOLN GERGEN as 4th Grade Elementary Instructor; IRIS CLARK-NEUMANN as *Eagle* Editor; AMY DEWITZ as Transportation Assistant; RACHEL WEESS as 5th Grade Instructor; and HEATHER WOBSCHELL as District Office Assistant.

Hire of HEATHER WOBSCHELL as Elementary Principal's Secretary; JULIE SCHMIDT as MS/HS Art Instructor; JAYLEEN MEYERS as 9th Grade Volleyball Coach; AARON GUST as 7th Grade Football Coach; ROSANN EISENMAN as 2nd Grade Instructor; TAMI RHEA as Traditional Media & Digital Media Instructor; AND MARIAH PETERSON as Adult SACC Worker.

Donation of \$3,000 from the EAGLES WRESTLING CLUB to the wrestlers.

HEARING OF REPORTS

Supt. Carolan relayed the following: 1) He was awaiting the survey work to complete the Dover building sale; 2) The district did not obtain the summer elementary library grant, but was moving forward with the program; 3) Post Secondary Enrollment Options (PSEO) is a big concern in that \$150,000 left the district in tuition for 37 PSEO students. It is expected that 48 would be using the PSEO option this year. The administration and staff would be seeking ways for DE to provide those opportunities to keep those students in our building; 4) AED/CPR training would be given to 18 people this year, even if the district doesn't receive a grant to help fund the initiative; 5) Technology Director Bryan Berg would hold another Bring Your Own Device (BYOD) meeting this week as the district moves ahead with that program; 6) He was working with Mr. Berg to make the district website more user-friendly and to include an app to sync with cell phones; 6) A facilities committee would determine things like whether or not to purchase a net to protect track participants from flying baseballs; 7) Mr. Carolan ended his report by reminding the Members of the Eyota Day Parade on Sat., July 15.

Board of Education Committee Reports & Communication

Andring – Mr. Andring's eldest son and wife attended the New York trip and had nothing but positive things to say about the event. At some of the places, people were surprised that such a small school could support such a trip. Member Andring noted how well Mariah Palmby sang the National Anthem at the Twins game.

Nelson – Member Nelson had attended the Policy Committee meeting.

Peterson – Mr. Peterson had attended the Purchasing Committee meeting that evening. He relayed that the Board would review the teacher settlement in a closed session at the end of the meeting. He ended his report by saying, “Mariah sang really well and represented out school very well.”

Wrubel – Mr. Wrubel had attended the Purchasing Committee meeting.

CLOSED SESSION

At 8:49 PM, a motion was made by Member Peterson, seconded by Member Wrubel, and carried unanimously to hold a closed session to discuss negotiations.

ADJOURNMENT

A motion was made by Member Peterson, seconded by Member Lehnertz, and carried unanimously to adjourn the meeting at 9:17 PM.

Don Andring, Vice Chair – Acting Clerk
Cb