

REGULAR BOARD MEETING MINUTES

November 14, 2016

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, Linda Nelson, Todd Peterson, Student School Board Member Kalli Schaefer, and Superintendent Mike Carolan. Absent: Molly Hofschulte. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Activities Director/Asst. Principal John Ostrowski, Curriculum Director Jane Johnson, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Eric Aeschlimann, Tyrel Clark, Kim Hillberg, Dom Kellen, and Matt Wrubel.

Pledge of Allegiance

The Board recited the Pledge of Allegiance.

Approve the Amended Agenda

Chair Pagel advised that there were additions to the agenda:

Hires – JILL WOODARD as Cook's Helper, and SYDNEY AESCHLIMANN and ABBIE WILLIAMS as After-School Student Tutors, and AMY DEWITZ as Assistant Technology Coordinator.

Donations – from D-E EAGLES FOUNDATION \$2,000 for indoor batting cage, \$1,000 to Spanish Club, \$600 to Community Education, and \$500 for parking lot banners.

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

Visitors to Address the Board

There were no visitors to address the Board.

Board Meeting Minutes

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to approve October 10, 2016 Regular School Board Meeting Minutes.

A motion was made by Member Lehnertz, seconded by Member Nelson, and carried unanimously to approve the October 24, 2016 Mini-Retreat Minutes.

Regular District Bills

With Member Andring abstaining, a motion was made by Member Austinson, seconded by Member Nelson, and carried unanimously to approve the Regular District Bills totaling \$351,670.33.

Special District Bills

A motion was made by Member Nelson, seconded by Member Andring, and carried unanimously to approve the payment of the Special District Bills totaling \$345,430.25.

Treasurer's Report

A motion was made by Member Peterson, seconded by Member Austinson, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$4,313,944.05 and the October electronic transfers.

Business Manager Gary Betcher provided a construction summary of expenses since July 21, with the final balance of \$137,371.42 remaining in the account.

Supt. Carolan had recommendations for the funds: stipend to Mr. Betcher for his additional responsibilities during the construction project, replace additional hallway lighting in the elementary, and improve security cameras at the stadium site. Also, the District could work with the Dover-Eyota Eagles Foundation in building concession stands/restrooms for the athletic field. Supt. Carolan would provide a proposed list of proposed use of construction funds at the December meeting.

Recognitions

Chair Ron Pagel congratulated re-elected Board Members Linda Nelson and Julie Austinson, and newly-elected member Matt Wrubel. Activities Director John Ostrowski congratulated the Girls' Varsity Soccer team for placing 4th in state competition and to Malia Nelson for qualifying as a 7th grader in the state cross country competition. Principal Todd Rowekamp advised that our Select Choir performed at the a Capella Festival and were "outstanding." He also said that Mr. John Pittenger "stepped up and did an outstanding job" organizing the Veterans' Day program. Principal Dr. Jeanne Svobodny relayed that Katie Kabes had done "a wonderful job" with the elementary Veterans' Day program.

CABINET COMMUNICATIONS

Elementary Principal – Dr. Svobodny shared the following: 1) The Elementary Site Council established the building's goals for the year; 2) The preschool playground was being enjoyed by the children; 3) On the inservice day of November 7th, Jessica Town-Gunderson's presentation was on monitoring for learning, and staff feedback was that it was the "best training yet;" 4) Preschool screening had been held the previous week and it was nice to have it at the elementary as the children were more relaxed being in familiar surroundings; 5) She and Behavior Interventionist Tracie Bestor had attended behavior training and progress monitoring; 6) Mrs. Svobodny would attend an elementary principals' school law seminar the following day.

High School/Middle School Principal – Mr. Rowekamp relayed the following: 1) This year, instead of having conferences on the Wednesday of MEA, an evening parent-teacher contact time was held with limited groups. Some meetings were facilitated by the counselor or social worker; 2) On the inservice day of November 7th, the high school teachers talked about "responsibility grades" or "life skills grades" that are separate from academic grades. He would like to see the honor roll based on responsibility and academic grades; 3) Assistant Principal John Ostrowski talked about the preparation before and the activities during the 8th Grade trip to Eagle Bluff. He noted that Eagle Bluff reduced their cost by \$3,000 each of the last couple of years to assist our students' attendance.

District Feedback Forms

Supt. Carolan relayed the compliment received.

STUDENT SCHOOL BOARD MEMBER COMMUNICATIONS

Student School Board Member Representative Kalli Schaefer reported the following: 1) The Girls' Soccer Team going to state was "fun" and it was good to see varying grades and parent support at the competition; 2) The Veterans' Day program was the "best" she had attended at DE and spoke to a lot more students than it had in the past. She had heard a lot of compliments about the Band and Choir presentations at the program; 3) The Student Council food drive would begin the next week and it was hoped to create competition among the students. The Council has also talked to Counselor Ryan McRae about starting a program for new students to help them adjust to the DE culture.

REPORTS

Draft 2015-2016 Audit Report

Kim Hillberg of Clifton, Larson, Allen presented the draft 2015-2016 Audit. Some highlights:

- They issued a "clean" audit report.
- The General Fund Balance went up from \$1,387,210 on June 30, 2015 to \$1,870,519 on June 30, 2016.
 - the Unassigned Fund Balance went up from \$813,021 to \$1,085,071
 - the Unassigned Restricted Fund Balance went up from \$10,230 to \$19,827
 - the Operating Capital Fund Balance went up from \$241,360 to \$321,079
 - the Health & Safety Fund Balance went up from -\$20,455 to -\$217
 - the Food Service Fund Balance went up from \$184,649 to \$212,227
 - the Community Service Fund Balance went up from \$6,014 to \$40,835
 - the Debt Service Fund Balance went down from \$364,750 to \$306,019
- The General Fund Revenue is obtained from these sources: 3.9% federal, 87.4% state, 6.0% local taxes, 2.7% other.
- The Weighted Average Daily Membership (WADMs) went up from 1,187 to 1,227

The Board would be asked to approve the final audit at their December meeting.

First Reading of the Draft 2017-2018 Calendar

The Board held their first reading of the draft 2017-2018 Calendar. A final calendar would be brought to them for approval at their December meeting.

OLD BUSINESS

City of Eyota's Request for Storm Tile Across School Property

City of Eyota Mayor Tyrel Clark came before the Board with a drainage project proposal of \$9,980 from Brookins Construction of Chatfield that would be completed on school district property. The Eyota City Council was asking that the school district pay 25% of the cost and enter into a maintenance agreement with them.

The discussion included the fact that catch basins with inlets in the project would result in sediment entering the drain tile. The tile would become the property of the school district once installed. The school district could have additional drain tile installed at that time along the west property line to alleviate water

concerns in that area. Activities Director John Ostrowski expressed concern about city or school district tile installation disrupting recently-added athletic fields. Mr. Clark would arrange a “walk over” with district representatives to view the actual area being discussed. No Board member opposed allowing the city to place drain tile across the district property.

A motion was made by Member Austinson to allow the City of Eyota to proceed with the tile project across school district property under the parameters discussed, to enter into a maintenance agreement with the city, to make a 20% contribution to the project, and give Supt. Carolan permission to proceed with additional tiling to paid for by the district if he felt it was needed. The motion was seconded by Member Andring, and carried unanimously.

NEW BUSINESS

Adopt the Resolution Canvassing Returns of Votes of School District General Election

A motion was made by Member Peterson and seconded by Member Andring to adopt the Resolution Canvassing Returns of Votes of the School District General Election (Attachment A). A roll call vote was taken with the following vote in favor: Andring, Nelson, Austinson, Peterson, Pagel, and Lehnertz. Those voting against the same: none. The motion carried unanimously.

Adopt the Resolution Authorizing Issuance of Certificates of Election and Directing School District Clerk to Perform Other Election Related Duties

A motion was made by Member Andring and seconded by Member Peterson to adopt the Resolution Authorizing Issuance of Certificates of Election and Directing the School District Clerk to Perform Other Election Related Duties (Attachment B). A roll call vote was taken with the following vote in favor: Andring, Nelson, Austinson, Peterson, Pagel, and Lehnertz. Those voting against the same: none. The motion carried unanimously.

Approve the 2016-2018 Labor Agreement with Local No. 320 Teamsters

District Negotiations Leader Todd Peterson advised that everyone had worked diligently to settle the contract, which included mediation. He relayed that, although there are no longer step advancements, some of that language remained in the contract and would be removed during the 2018-2020 contract negotiations.

A motion was made by Member Peterson, seconded by Member Austinson, and carried unanimously to approve the 2016-2018 Labor Agreement with Local No. 320 Teamsters.

Approve the 2016-2018 Master Agreement with the Dover-Eyota Principals' Association

Member Peterson advised that all parties worked hard to come to a fair agreement.

A motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to approve the 2016-2018 Master Agreement with the Dover-Eyota Principals' Association.

Approve the 2016-2018 Cabinet, District Office, and Miscellaneous Individual Contracts

A motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to approve the 2016-2018 Cabinet, District Office, and other miscellaneous individual contracts.

Fundraiser Request

A motion was made by Member Austinson, seconded by Member Nelson, and carried unanimously to approve the Boys' Basketball Team's water softener salt fundraiser for November 17-29, 2016.

Paternity Leave Request

A motion was made by Member Nelson, seconded by Member Austinson, and carried unanimously to approve the additional paternity request of ALBERTO VERA for Thursdays and Fridays between November 16 and December 16, 2016.

Consent – Accept Resignations

A motion was made by Member Austinson, seconded by Member Andring, and carried unanimously to accept the resignations of JENNIFER HORMAN and PAM SIEGENTHALER as Instructional Assistants.

Consent – New Hires

A motion was made by Member Nelson, seconded by Member Austinson, and carried unanimously to hire the following individuals: 1) BRYCE SCHMIDT as 7th Grade Boys' Basketball Coach; 2) LEEANN MICKOW as 7th Grade Girls' Basketball Coach; 3) Targeted Services Teachers NATE ASPER, CHELSEY JOHNSON, RACHAEL WEESS, MARYROSE KELLER, and GRETCHEN BRINKMAN; 4) Targeted Services Instructional Assistants BARB KINGSLEY and KIMM OLSON; 5) BARB BANITT as Preschool Instructional Assistant;

6) JENNIFER HORMAN for the 2016 Sharing Tree; 7) AMANDA WATKINS as Elementary Instructional Assistant; 8) JILL WOODARD as Cook's Helper; 9) SYDNEY AESCHLIMANN and ABBIE WILLIAMS as After-School Student Tutors; 10) AMY DEWITZ as Technology Integration Assistant.

Consent Accept Donations

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to accept the following donations: 1) Elementary - \$394.94 match grants from WELLS FARGO and \$195 from AMY NOVOTNY; 2) Other - from D-E EAGLES FOUNDATION \$2,000 for indoor batting cage, \$1,000 to Spanish Trip advisors to offset their costs, \$600 to Community Education, and \$500 for parking lot banners.

HEARING OF REPORTS

– Supt. Carolan relayed the following: 1) Advised that the preschool playground was being enjoyed by the children and that a fence still needed to be installed; 2) Discussions have continued with the City of Dover regarding purchase of the Dover building, and they would pay for an asbestos inspection; 3) Talked about the decision process that was used when determining if school would close for state soccer competition; 4) Shared the Strategic Planning survey results and the next steps in developing the Plan; 5) Advised of upcoming events.

Board of Education Committee Reports & Communication

Andring – Mr. Andring congratulated the newly-elected School Board Members and said he was looking forward to working with them, and congratulated the Girls' Soccer Team. In regard to the decision not to close school for state soccer competitions, he said he had received complaints, but that people understood the decision once they were told of all the impacts that must be considered. Member Andring indicated he was "glad" that negotiations were complete, and that the preschool playground was now in use. He ended his report by relaying that Dover-Eyota has had a lot of good coverage in the *St. Charles Press* this month.

Nelson – Mrs. Nelson congratulated the Girls' Soccer Team and said she was excited to hear the preschool playground was being used.

Austinson – Member Austinson thanked everyone for their vote in re-electing her as School Board Member. She extended congratulations to Malia Nelson for her performance at the state track meet, and to the "nicely done" Veterans' Day program. Mrs. Austinson said the Eagle Bluff program was "super cool." In regard to the Student Council trying to form a program for new students, she said, "It speaks a lot to our students." That Saturday she would be attending a Delegate Assembly meeting for lobbying on behalf of school districts.

Peterson – Welcomed newly-elected Board Member Matt Wrubel and re-elected members Linda Nelson and Julie Austinson. Mr. Peterson congratulated the Band and Choir on their performances at the a Capella event, and the fall sports teams on their performance. He reported that negotiations were complete for the year.

Lehnertz – Member Lehnertz indicated a "nice job" was done on the Veterans' Day program. She appreciated the opportunity for our students to attend the Eagle Bluff program.

Page – Congratulated the newly-elected Board Members and welcomed Matt Wrubel. Talked about the recent Apple Crunch Day and the fact that the Commissioner of Agriculture and other dignitaries were given tours of the new elementary kitchen facilities. The menu that day included locally-grown carrots, corn on the cob, and apples, as well as homemade coleslaw.

ADJOURNMENT

A motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to adjourn the meeting at 9:23 PM.

Julie Austinson, Clerk
Cb

**RESOLUTION CANVASSING RETURNS
OF VOTES OF
SCHOOL DISTRICT GENERAL ELECTION**

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

1. It is hereby found, determined and declared that the general election of the voters of the district held on November 8, 2016, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, voters of the district voted at said election on the election of three school board members for four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the general election as follows:

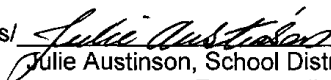
Linda Nelson	<u>1293</u>
Matthew Wrubel	<u>1096</u>
Julie Austinson	<u>1060</u>
Molly Rieke-Hofschulte	<u>961</u>
Write-In	<u>49</u>

3. Linda Nelson, Matthew Wrubel, and Julie Austinson, having received the highest number of votes, are elected to four-year terms beginning the first Monday in January 2017.

4. The school district clerk is hereby authorized to certify the results of the election to the county auditor of Olmsted County in which the school district is located in whole.

The Dover-Eyota Public School Board approved the above resolution by unanimous vote on Monday, November 14, 2016.

BY ORDER OF THE SCHOOL BOARD

/s/ 
Julie Austinson, School District Clerk
Dover-Eyota Public Schools
Independent School District No. 533
November 14, 2016

**RESOLUTION AUTHORIZING ISSUANCE OF CERTIFICATES OF
ELECTION AND DIRECTING SCHOOL DISTRICT CLERK TO
PERFORM OTHER ELECTION RELATED DUTIES**

WHEREAS, the board has canvassed the election for school board members held on November 8, 2016.

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


1. The chair and clerk are hereby authorized to execute certificates of election on behalf of the school board of Independent School District No. 533 to the following candidates:
Linda Nelson
Matthew Wrubel
Julie Austinson

Who have received a sufficiently large number of votes to be elected to fill vacancies on the board caused by expiration of term on January 1 next following the election, based on the results of the canvass.

2. The certificate of election shall be in substantially the form attached hereto.
3. After the time for contesting the election has passed and the candidate has filed all campaign financial reports required by Minnesota Statutes, Chapter 211A, the clerk of the school board is hereby directed to deliver the certificates to the persons entitled thereto personally or by certified mail.
4. The clerk is hereby directed to enclose with the certificate a form of acceptance of office and oath of office in substantially the form attached hereto.

The Dover-Eyota Public School Board approved the above resolution by unanimous vote on Monday, November 14, 2016.

BY ORDER OF THE SCHOOL BOARD

Is/ 
Julie Austinson, School District Clerk
Dover-Eyota Public Schools
Independent School District No. 533
November 14, 2016


CERTIFICATE OF ELECTION

(Full 4-Year Term)

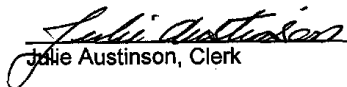
This is to certify as follows:

1. The School Board of Independent School District No. 533 on November 8, 2016, canvassed the general election of school board members held on November 8, 2016.
2. **Linda Nelson** received the largest number of votes cast for the office of school board member of Independent School District No. 533 for a full four-year term.
3. There are three, full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore, **Linda Nelson** is elected to the office of school board member of Independent School District No. 533 for a full four-year term beginning the first Monday in January 2017 and expiring the first Monday in January 2021.

By authority of the School Board of Independent School District No. 533, pursuant to resolution dated November 14, 2016.



Ron Pagel, Chair



Julie Austinson, Clerk

ACCEPTANCE OF OFFICE AND OATH OF OFFICE

To: **Linda Nelson**

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing of personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 533 for a term beginning the first Monday in January 2017, and expiring the first Monday in January 2021.

Date _____ Signature _____

STATE OF MINNESOTA)
COUNTY OF OLMSTED)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016.

Notary Public signature _____

Notary Public stamp _____


CERTIFICATE OF ELECTION

(Full 4-Year Term)

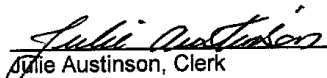
This is to certify as follows:

1. The School Board of Independent School District No. 533 on November 8, 2016, canvassed the general election of school board members held on November 8, 2016.
2. **Matthew Wrubel** received the second largest number of votes cast for the office of school board member of Independent School District No. 533 for a full four-year term.
3. There are three, full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
4. Therefore, **Matthew Wrubel** is elected to the office of school board member of Independent School District No. 533 for a full four-year term beginning the first Monday in January 2017 and expiring the first Monday in January 2021.

By authority of the School Board of Independent School District No. 533, pursuant to resolution dated November 14, 2016.



Ron Pagel, Chair



Julie Austinson, Clerk

ACCEPTANCE OF OFFICE AND OATH OF OFFICE

To: **Matt Wrubel**

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing of personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 533 for a term beginning the first Monday in January 2017, and expiring the first Monday in January 2021.

Date _____ Signature _____

STATE OF MINNESOTA)
COUNTY OF OLMSTED)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016.

Notary Public signature _____

Notary Public stamp

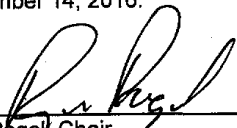
CERTIFICATE OF ELECTION

(Full 4-Year Term)

This is to certify as follows:

5. The School Board of Independent School District No. 533 on November 8, 2016, canvassed the general election of school board members held on November 8, 2016.
6. **Julie Austinson** received the third largest number of votes cast for the office of school board member of Independent School District No. 533 for a full four-year term.
7. There are three, full four-year term vacancies on the board caused by expiration of term on the first Monday in January next following the election.
8. Therefore, **Julie Austinson** is elected to the office of school board member of Independent School District No. 533 for a full four-year term beginning the first Monday in January 2017 and expiring the first Monday in January 2021.

By authority of the School Board of Independent School District No. 533, pursuant to resolution dated November 14, 2016.



Ron Pagel, Chair



Julie Austinson, Clerk

ACCEPTANCE OF OFFICE AND OATH OF OFFICE

To: Julie Austinson

The following acceptance and oath of office must be filed with the school district clerk within 30 days of the date of mailing of personal service of the certificate of election.

ACCEPTANCE OF OFFICE

I hereby accept the office of school board member of Independent School District No. 533 for a term beginning the first Monday in January 2017, and expiring the first Monday in January 2021.

Date _____ Signature _____

STATE OF MINNESOTA)
COUNTY OF OLMSTED)

The foregoing instrument was acknowledged before me this _____ day of _____, 2016.

Notary Public signature _____

Notary Public stamp