

# **REGULAR BOARD MEETING MINUTES**

Monday, January 12, 2015

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:05 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Molly Hofschulte, Andrea Lehnertz, Linda Nelson, Ron Pagel, Todd Peterson, Superintendent Bruce Klaehn, and Student Member Emmy Buntrock. Absent: none. Also in attendance were Principal Jeanne Svobodny, Principal Todd Rowekamp, Curriculum Director Jane Johnson, Business Manager Gary Betcher, Food & Nutrition Director Carrie Frank, Administrative Assistant Chris Berg, Dan Johnson, Greg Olson, and Brian Todd.

## Approve the Amended Agenda

Supt. Klaehn indicated there were two additions to the agenda: Acceptance of Grant Monies, and SEMLAC Membership.

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

## Visitors to Address the Board

There were no visitors to address the Board.

## Board Minutes

A motion was made by Member Hofschulte, seconded by Member Nelson, and carried unanimously to approve the December 8, 2014 Regular Board Meeting Minutes.

## Regular District Bills

A motion was made by Member Nelson, seconded by Member Peterson, and carried unanimously to approve the Regular District Bills totaling \$174,193.76.

## Special District Bills

With Member Andring abstaining, a motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to approve the payment of the Special District Bills totaling \$114,875.08.

## Treasurer's Report

A motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$11,646,374.26 and the December electronic transfers.

## **CABINET COMMUNICATIONS**

Elementary Principal – Dr. Jeanne Svobodny shared the following: 1) Every other week, teams meet (grades K-2 and 3-5) to use the response model. Over the years, the number of grade 3-5 referrals has decreased, which tells them that they are meeting the needs during the K-2 grades; 2) The elementary received a Celebration School Award for the second consecutive year. Supt. Klaehn added that it was not a coincidence that the award coincided with the district's emphasis with Professional Learning Communities (PLCs); 3) Mrs. Svobodny talked about the office and classroom moves that will occur in early April to accommodate the elementary building project. She also relayed that, regrettably, the Foods for Kidz packaging event would not be held this year because of the building project; 4) Eighty percent of the elementary teachers have completed their teacher evaluation (IGDP) documents, shared them with her, and will also share them with their colleagues; 5) Dr. Svobodny recognized Deputy Tracey Pagel for all of her work teaching the DARE program and organizing the graduation, which was held on January 9th.

High School Principal – Todd Rowekamp sought Board input about his plan to upgrade the Senior Honors English course (curriculum, training and level of rigor) by making it a concurrent enrollment or advanced placement course.

## District Feedback Forms

Supt. Klaehn advised that concerns were received about the auditorium being crowded during concerts. The administration is working on possible solutions.

## **STUDENT BOARD MEMBER COMMUNICATION**

Student Board Member Emmy Buntrock reported these high school activities: 1) The Student Council raised \$1,800 in their food drive, which was enough for 27 families in surrounding communities to receive 3-4 cardboard boxes of items. They are continuing the food drive during upcoming home athletic events, offering students 50% of any item in the concession stand if they brought in two food items; 2) The Snoball royalty announcement would be made that week and this year the teachers (rather than the students) would write poems about the royalty members. The Council is also planning Snoball dress up days and pepfest activities; 3) The winter sports season will be coming to a close by the end of the month; 4) Finals would be held at the end of the quarter; 5) In regard to snow cancellation and school start delays she said, "They are all good things...keep it coming!"

## **REPORTS**

### Construction Updates

Supt. Klaehn and Food & Nutrition Director Carrie Frank talked about development of the elementary temporary kitchen to accommodate the construction process. The custodians have power washed and painted the storage area by the teacher workroom, the district will bid out ventilating work to be done, and Don's Electric will complete any electrical needs.

Mrs. Frank advised that, during the construction process, all deliveries will be made to the high school and some elementary Food Service staff would do some prep work at the high school kitchen. An elementary lunch count would be made for the next day and the prepped food would be transported to the elementary. No scratch cooking would be possible at the elementary during the construction process.

Mrs. Frank also relayed that she had applied for and received a Farm to School grant for \$22,425 and a \$7,625 grant from Blue Cross Blue Shield, both of which would reduce the money budgeted for the Food Service portion of the building project. Mr. Klaehn advised that the district must match the grants, which would not be a problem since construction funds had been designated for Food Service upgrades.

A motion was made by Member Austinson, seconded by Member Peterson, and carried unanimously to accept and match the grants.

Member Hofschulte thanked Mrs. Frank for taking the initiative to pursue the grants.

Supt. Klaehn reviewed the final elementary construction plan with the Board. Some of the items mentioned: preschool would have its own entry and fenced playground, the main entry would be in the front and center of the building, there would be new kindergarten and special education classrooms as well as an additional computer lab, Community Education would have an office, there would be quite a bit of reusing current office furniture and cupboards, and summer elementary events would be held at the high school. He also reviewed the final athletic field plans.

### First Reading of the 2015-16 Board Assumptions

Supt. Klaehn presented the Draft 2015-16 Board Assumptions for the Board's first reading.

## **OLD BUSINESS**

### Superintendent Search Planning

Supt. Klaehn reviewed the revised Superintendent Search Plan with the Board, which included a timetable of events from the posting of the position to the official Board approval. The Board discussed the makeup of the interview committees.

A motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to approve the revised Superintendent Search Plan (Attachment A.)

## **NEW BUSINESS**

### Preliminary Calendar Decision for 2015-16

Supt. Klaehn advised that Dover-Eyota would be hosting the Three Rivers music festival during the 2015-16 school year and was asking for a one-year, one-day reduction in student attendance days to accommodate that all-day event.

A motion was made by Member Andring, seconded by Member Austinson, and carried unanimously to approve the one-day reduction in attendance days during the 2015-2016 school year. This would not reduce teacher contract days worked.

SEMLAC Membership

Supt. Klaehn talked about the administrative time spent in planning the Southeast Minnesota Learner Achievement Consortium (SEMLAC) Common Inservice. The inservices have served their purpose in the past; however, due to the fact they are of dwindling value to our staff, the administration recommended withdrawing from the SEMLAC membership. Discontinuing membership would mean the Calendar Committee would not include the Common Inservice Day in the 2015-16 calendar.

A motion was made by Member Hofschulte, seconded by member Austinson, and carried unanimously for the school district to withdraw its membership from SEMLAC.

Resolution to Examine Possible Budget Reductions for 2015-16

Chair Pagel advised that approval of the reduction resolution would allow the administration to consider possible budget reductions if they were needed.

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, the financial condition of the school district dictates the school board may need to reduce expenditures for the upcoming fiscal year, and

WHEREAS there has been a reduction in student enrollment within certain ages and programs, and,

WHEREAS, this possible need to reduce expenditures, and this decrease in student enrollment within certain ages and 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 possible discontinuance of programs, curtailment of programs, discontinuance of positions or curtailment of positions.

A roll call vote on the motion resulted in the following voting in favor: Andring, Nelson, Austinson, Pagel, Lehnertz, Peterson, and Hofschulte. Those voting against the same: none.

Consent - Resignations

A motion was made by Member Peterson, seconded by Member Austinson, and carried unanimously to accept the resignations of JORDAN STOKES as B Baseball Coach, RACHEL LUBIN as SACC Instructional Assistant, and MARK WINKELS as C Baseball Coach.

Consent – Approve Hires

A motion was made by Member Hofschulte, seconded by Member Nelson, and carried unanimously to approve hiring ROBERTA KURTH as Instructional Assistant, JORDAN AUG as Junior High Baseball Coach, and STEVEN TAUER as Assistant Golf Coach.

Consent - Accept Donations

A motion was made by Member Nelson, seconded by Member Austinson, and carried unanimously to accept the following donations: 1) \$200 to the Yearbook from ROGER BUCK (Class of 1981); 2) \$500 to DARE from the DOVER FIRE RELIEF ASSOCIATION; 3) \$500 from RANDY BAKER and \$25 from MR. & MRS. LAVAINÉ UTHKE to Boys' Basketball; 4) \$300 from the EYOTA AMERICAN LEGION for Soccer state tourney transportation; 5) \$2,781.56 from the EAGLES WRESTLING CLUB to Wrestling.

## **HEARING OF REPORTS**

**Superintendent's Report & Communication** -- Supt. Klaehn relayed the following: 1) The Minnesota School Board Association (MSBA) Leadership Conference was to be held that week. At the awards luncheon, Todd Peterson and Ron Pagel would individually be recognized, as well as the Board as a whole; 2) Talked about revisions being made in the lockdown procedures; 3) The MSBA Legislative Forum is scheduled for February 7<sup>th</sup> at the Southeast Service Cooperative in Rochester; 4) The MSBA Negotiations Seminar will be held in Rochester on February 13<sup>th</sup>.

### **Board of Education Committee Reports & Communication**

**Andring** – Mr. Andring said that both concerts held in the auditorium were “excellent” but it was very crowded. He added, “It is a nice problem to have and great to see that many people attend.” As a member of the Safety Committee, he reported that the group addressed several items at a recent meeting.

**Nelson** – Mrs. Nelson welcomed Andrea Lehnertz to the School Board. She also stated, “I am so proud of the elementary school and proud of being a part of this district. Kudos to everyone in the elementary building!”

**Austinson** – Member Austinson congratulated the elementary for receiving the Celebration School Award. She welcomed Andrea Lehnertz and added, “It will be overwhelming at first.” Mrs. Austinson was looking forward to attending the MSBA Leadership Conference. She ended her report by thanking Carrie Frank for submitting application for grants and added, “Thank you for taking the initiative to help us save money.”

**Peterson** – Member Peterson indicated he looked forward to the start of construction at the elementary, as well as participating in the superintendent search.

**Lehnertz** – Member Lehnertz thanked the Board for their welcoming remarks. She added, “I am looking forward to learning a lot.”

**Hofschulte** – Mrs. Hofschulte welcomed Member Lehnertz, congratulated the elementary on being named a Celebration School, and thanked Mrs. Frank “for making things work and happen.” She ended her report by relaying activities and offerings of the Southeast Service Cooperative.

**Pagel** – Mr. Pagel welcomed Mrs. Lehnertz to the Board, congratulated the elementary on their award, and advised that the Hiawatha Valley Education District was continuing with their long-range planning process.

## **ADJOURNMENT**

A motion was made by Member Austinson, seconded by Member Nelson, and carried unanimously to adjourn the meeting at 9:37 PM.

Julie Austinson, Clerk  
Cb

# Dover-Eyota Superintendent Search

## Winter/Spring 2015

(Board Approved January 12, 2015)

### Supt. Search Timeline:

|               |  |
|---------------|--|
| January 9     | Mail Brochure  |
| by January 16 | Develop Questions for Initial Application                                |
| February 2    | Supt. Position is posted   |
| February 25   | Application Deadline – All Apps to Board and AT by Feb. 26               |
| March 2       | Special Board Meeting – Select up to 6 Candidates for Round 1 Interviews |
| March 4-7     | First Round of Interviews – evenings/Saturday                            |
| March 9       | Early Board Meeting – Select up to 4 Candidates for Round 2 Interviews   |
| March 14      | Round 2 Interviews - 8:00 AM or 1:00 PM                                  |
| March 16      | Special Board Meeting – determine action for final selection             |
| by April 1    | Agreement with top candidate for final contract                          |
| April 13      | Official Board approval of new Superintendent                            |

### I. School Board Narrows Candidates to Round One Interviews (with AT input)

### II. Round One Interviews: 4-6 Candidates

- Questions from the School Board
- Formal Sit-in by Administrative Team
- Public/Staff Welcomed to Observe (Round 2 Groups encouraged)

### III. Round Two Interviews: 2-4 Candidates

- Tour of Facilities / Communities with John Ostrowski
- Questions from 3 Groups of 12 members each (Staff/Public welcome)

#### Group A

- 1 – Jane Johnson (Cab)
- 6 – Teachers (Elem Classrm, MS Classrm, HS Classrm, Elem. Specials, MSHS Spec. Ed., PK,)
- 1 – Bryan Berg (Cab)
- 1 – PATT Rep
- 1 – Community at large
- 2 – School Board

#### Group B

- 1 – Jeanne Svobodny (Cab)
- 4 - Teamsters (Custodial, Secretarial, Food Service, Paraprofessional)
- 1 – Wayne Ellringer (Cab)
- 1 – Dustin Pagel (Cab)
- 1 - Carrie Frank (Cab)
- 1 – DEEF Rep
- 1 – Community at large
- 2 – School Board

### **Group C**

- 1 – Todd Rowekamp (Cab)
- 2 – Head Coaches (1 on staff, 1 off staff)
- 1 – Performing Arts Advisor
- 1 – Chris Berg (Cab)
- 1 – Gary Betcher (Cab)
- 1 – Social Worker/Nurse
- 1 – DEMA Rep
- 1 – Community Ed. Coordinator
- 3 – School Board

### **IV. Board Selection of Top Candidate**

- 3 Groups and Admin. Team provide prioritized list of candidates to School Board
- Board narrows to two top candidates - Conducts Community visits to current locations
- School Board discussion and final vote (unanimous preferred)