

REGULAR BOARD MEETING MINUTES

Monday, June 10, 2013

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:01 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Dan Johnson, Linda Nelson, Ron Pagel, Todd Peterson, Molly Rieke-Hofschulte (8:32 pm), Student Member Hannah Brown, and Superintendent Bruce Klaehn. Absent: none. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Technology Director Bryan Berg, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Bill Lisser, and Jon Neubauer.

The Pledge of Allegiance was recited.

Approve the Agenda

Chair Pagel asked for approval of the agenda with the following additions:

14a – Along with the Health & Safety Budget, re-approve the Health & Safety Plan and Health & Safety Policy

14d – Add leave of absence request from JESSICA WEBECK as Instructional Assistant starting September 3 and returning October 15, 2013

14e – Add resignations of KELLY SCHUETTE as Science Instructor and C Softball Coach and BRAD MORGAN as Social Studies Instructor

14f – Add BRIAN DAHL as Junior High Soccer Coach

A motion was made by Member Peterson, seconded by Member Austinson, 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 Johnson, seconded by Member Nelson, and carried unanimously to approve the May 13, 2013 Regular Board Meeting Minutes.

Board Minutes

A motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to approve the May 23, 2013 Special Board Meeting Minutes.

Regular District Bills

With Member Andring abstaining, a motion was made by Member Johnson, seconded by Member Austinson, and carried unanimously to approve the Regular District Bills totaling \$70,204.57.

Special District Bills

A motion was made by Member Johnson, seconded by Member Nelson, and carried unanimously to approve the payment of the Special District Bills totaling \$99,262.66.

Treasurer's Report

A motion was made by Member Johnson, seconded by Member Nelson, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$3,488,998.01 and the May electronic transfers.

RECOGNITIONS

Student School Board Member Hannah Brown was recognized for her service on the School Board and presented with a silver star from Chair Ron Pagel.

CABINET COMMUNICATIONS

High School Principal – Todd Rowekamp relayed the following: 1) The high school is losing some very good people (Doug Yost, Brad Morgan and Kelly Schuette) who will be hard to replace, but “we will do our best;” 2) Today the high school staff recognized some of the people leaving and Kathy Schumann, representing the National Alliance for Mentally Ill (NAMI), told the staff about the early onset of mental illness. Katie Johnson and Damon Hammel talked the teachers through the emergency evacuation and relocation procedures and then they walked to the emergency relocations in Eyota; 3) On Tuesday, the staff will be having a Technology Try Something New Day, which will give them 2.5 quality hours exploring educational technology. Resident experts (other peers) will be available to guide them; 4) The graduation ceremonies went well and Mr. Rowekamp thanked the Board members who participated.

Elementary Principal – Jeanne Svobodny relayed the following: 1) The 5th grade put on a wonder musical called “We Haz Jazz;” 2) Track & Field Day had its challenges but Eric Aeschlimann and Holly Callahan were diligent and it was held on the last day of school at the St. Charles track. Mrs. Svobodny thanked the St. Charles district for use of their facilities and said that the children were back at school in time for the lunch luau. She thanked Ron Pagel and Chris Berg for handing out leis; 3) On Monday, June 10th, most of the teachers spent their time with Jane Johnson and Karen Frye who provided end-of-the-year data to analyze. The staff also talked about the pros and cons of the Accelerated Reading program, which they decided to keep using but “tweak” it so that it was effective for more students. The teachers also had their emergency evacuation and relocation drill, which resulted in some new perspectives and questions for Katie Johnson; 4) On Tuesday, Bryan Berg will lead the elementary in technology activities (Google Docs) and staff will share things they have learned throughout the year.

District Feedback Forms

Supt. Klaehn relayed the District Feedback Forms received.

STUDENT BOARD MEMBER COMMUNICATIONS

Hannah Brown reported the following: 1) Commencement went very well and she was now officially an alumnus. She was surprised at how many people received scholarships. She added, “I am proud and thankful of our community;” 2) Prom went really well and she thanked the junior class for all of their work; 3) The play “Into the Woods” was a lot of fun and a great way for the seniors to leave the Drama Department; 4) Miss Brown gave a PowerPoint presentation on the Close Up trip to Washington, DC which she said was “absolutely amazing!”

REPORTS

Elementary Roof Leak

Jon Neubauer of TSP talked about his ongoing research to determine the water leak in the elementary roof and indicated he will meet with contractors to determine the best way to proceed to fix the problem. He will come back to the Board in July with a repair proposal.

Pre-school Architectural Study Proposal

Jon Neubauer presented a proposal to proceed with a study of the pre-school program facility needs. The TSP study will weigh the option of using the Dover building and the option of providing new facilities. He felt that it would take 60 days to complete the study and he would provide an update to the Board in July and a final proposal in August.

Supt. Klaehn relayed that Mr. Neubauer had a very effective meeting with the Preschool Task Force.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to proceed with a study.

Entrance Doors Security Report

Technology Director Bryan Berg shared the main features being considered for securing the entrances of the three school buildings. He had met with Loren Week of Custom Alarm to discuss buzzer systems in the vestibules, panic buttons that would make automatic phone calls to Custom Alarm, and possible updates to

access control (door lock) systems. Secured entry estimates were: Elementary \$12,294; Middle/High School \$22,084; Dover School \$10,503; for a total of \$44,881. An optional Dover camera system would be \$18,822.

Supt. Klaehn relayed that, because of the expense, and logic, it was recommended that bullet proof glass only be installed in the office areas. He added that there would be two buzz-in locations at each of the high school and elementary buildings.

The discussion included:

- How to proceed considering the study being done on future use of the Dover building for preschool. (It was felt that it would be prudent to install a secured entry because the preschool will continue to be in the building at least another year.)
- Additional staff time needed to monitor the entries and technology staff to keep the systems operating.
- Obtaining feedback/results
 - from the community regarding the need to secure our buildings
 - our secretaries regarding the additional work load
 - schools that have had a similar system in place for several years
 - what security measures architects are installing in new buildings
 - obtain the results of the traffic survey done at our school buildings
- The Board will still “own” the decision after obtaining feedback.
- Do we need to look at something else that would be more effective (i.e., increased liaison officer coverage)?
- The school district will do what it can; however, it cannot provide absolute security.

First Reading of Policy Changes

Supt. Klaehn advised that the following policies were reviewed by the Policy Committee and other appropriate individuals:

- 407 – Employee Right to Know – Exposure to Hazardous Substances
- 409 – Employee Publications, Instructional Materials, Inventions, and Creations
- 504 – Student Dress and Appearance
- 509 – Enrollment of Non-Resident Students
- 592 – Payment of Expenses for Extra-Curricular Activities
- 610 – Field Trips

OLD BUSINESS

Second Reading and Approval of Policy Changes

Supt. Klaehn said the only change since the first reading was in 580 - Wednesday Evening Activities in that grades 9-12 will end practice at 6:30 PM instead of 7:00 PM.

A motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to approve changes to the following policies:

- 213 – School Board Committees
- 502 – Search of Student Lockers, Desks, Personal Possessions and Student’s Person
- 580 – Wednesday Evening Activities
- 595 – Academic Lettering

Approval of Final 2013-14 Board Assumptions

Supt. Klaehn reviewed the Final 2013-14 Board Assumptions with the Board members.

In regard to the school district providing free School-Age Child Care during the Wednesday late starts next year,, Mrs. Hofschulte indicated that doing so would cause a hardship to area daycare providers.

A motion was made by Member Peterson and seconded by Member Johnson to approve the Final 2013-14 Board Assumptions (Attachment A). A roll call vote was taken with the following voting in favor: Andring, Pagel, Johnson, Peterson, Austinson, and Nelson. Those voting against the same: Hofschulte. The motion carried.

Approval of the 2013-14 Preliminary Revenue & Expenditure Budget

Supt. Klaehn reviewed several fund balances, fund histories, fund projections, and long-range budget effects with the Board. Some highlighted items:

- Over the span of 7 years, we have not reduced programs and been able to maintain a healthy fund balance. Very few schools can make such a claim.
- It is important to examine school finances over several years.
- While the proposed 2013-14 Budget does contain “red ink”, the long-range impact is positive.
- Important capital improvements are included, and several others need consideration.
- The purpose of maintaining fund balances is to absorb monetary times of red ink.
- The 2013 legislation provides for Dover-Eyota to receive a significant revenue increase in 2014-15.
- The Capital Outlay considerations include the following:
 - District-wide – elevator upgrades, path between buildings
 - Elementary - playground upgrade, exterior building needs
 - High School - sidewalk around north side, replace 1960 high school lockers, Fitness Center equipment, expand storage space, boiler upgrades, replace folding chairs, Career & Technology equipment upgrades, band instruments
 - Technology – upgrade two labs with refurbished computers
 - Athletics – football helmet and uniform replacement
 - Transportation/Grounds – video system for buses, bus purchase
 - The list does not include security upgrades, copy machine replacement, sign replacement, and elementary roof leak.
- Advised that the Dover-Eyota track coaches wish to dissolve the joint agreement with St. Charles. This will be studied in greater detail over the summer.

A motion was made by Member Andring, seconded by Member Austinson, and carried unanimously to approve the 2013-2014 Preliminary Revenue & Expenditure Budget.

NEW BUSINESS

Approve the 2013-2015 Health & Safety Budget, Health & Safety Plan, and Health & Safety Policy

Supt. Klaehn explained that the law now requires that the School Board be advised of the 3-year anticipated Health & Safety Budget, and also annually approve the plan and policy.

A motion was made by Member Hofschulte, seconded by Member Johnson, and carried unanimously to approve the 2013-2015 Health & Safety Budget, and re-approve the Health & Safety Plan and Health & Safety Policy.

Change Date of July Board Meeting

Supt. Klaehn advised that several things come into play in requesting that the Board meeting be moved to July 15. The first reading of handbooks in June does not give the administration enough time to make the changes. The first reading in July and second reading in August does not provide enough time for printing of the handbooks before school starts. Therefore, the administration requests that the Board do one reading and approval in July. The handbooks will be provided to the members the first part of July to allow time for review before the July 15th meeting.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to change the next Board meeting date to Mon., July 15, 2013.

Let Bakery, Dairy, Fuel and Snow Removal Bids

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to let bakery, dairy, fuel and snow removal bids.

Leave of Absence Requests

A motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to grant a leave of absence to TAMMY KREIDERMACHER starting September 5, 2013 and returning December 2, 2013; and grant a leave of absence to JESSICA WEBECK starting September 3, 2013 and returning October 15, 2013.

Consent – Accept Resignations

A motion was made by Member Hofschulte, seconded by Member Nelson, and carried unanimously to accept the following resignations: 1) HOLLY FORTSCH as Jr. High Girls' Soccer Coach; 2) HOLLY KRIER as Cook's Helper; 3) MARY KIRTZ as Instructional Assistant; 4) KELLY SCHUETTE as Science Instructor and C Softball Coach; 5) BRAD MORGAN as Social Studies Instructor.

Consent – Hires

A motion was made by Member Hofschulte, seconded by Member Nelson, and carried unanimously to hire the following individuals: 1) CRYSTAL BANY as Van Driver; 2) NORA OLSON as English Instructor; 3) KYLE DUBBELS, MEGAN OSTROWSKI and JOE ELLRINGER as Summer Student Custodial Workers; 4) BRIAN DAHL as Jr. High Soccer Coach.

Consent - Accept Donations

A motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to accept the following donations: 1) Elementary -- \$105 from WELLS FARGO COMMUNITY SUPPORT CAMPAIGN; 2) School Patrol - \$50 from the EYOTA AMERICAN LEGION.

HEARING OF REPORTS

Superintendent's Report & Communication -- Supt. Klaehn relayed the following: 1) Reminded the members of the Gopher Count Parade on June 20; 2) Advised of the summer street project on County 142 wherein curb and gutter will be installed July through September. There will be no assessment to the school district; 3) The Board set a Retreat for Thursday, August 22, 2013 beginning at 6 PM in the DEHS Media Center.

Board of Education Committee Reports & Communication

Andring – Mr. Andring attended the elementary “We Haz Jazz” program and said it was “pretty awesome!” He relayed that everyone did a good job at graduation and congratulated Hannah Brown. He ended his report by advising the next negotiations session was scheduled for June 13th.

Nelson – The next Policy Committee meeting will be on June 17th. Mrs. Nelson congratulated and wished good luck to Hannah Brown. In regard to Doug Yost's retirement she said, “We are sure going to miss him as he has been a special part of this district for many years.”

Austinson – Mrs. Austinson relayed that she would be attending a Crisis Team meeting where the group will review the evacuation procedures.

Peterson – The Purchasing Committee will meet just prior to the July Board meeting. He attended his first Dollars for Scholars meeting and said, “It was a nice experience seeing all the different grants people were receiving and watching the committee make certain everyone who applied got something.” He ended his report by congratulating and wishing good luck to Hannah Brown.

Johnson – In regard to graduation he said, “It is always interesting to see how that cycle restarts again and I feel privileged as a Board member to be a part of the process. Good luck and have fun!” About securing the front entrances of the building he said, “I like the idea that we can have more control over our building (buzz in or not). If we don't have that ability, we are potentially causing ourselves to let things happen and have no control. If we implement, we at least have the option of control.”

Hofschulte – Congratulated the seniors and added, “Enjoy the next part of your journey.” Community Education cancelled the Boundary Waters trip due to lack of participation, but hopes to offer it again in the future. The Early Learning Council will meet next week and the Southeast Service Cooperative is working on obtaining some type of technology integrationist position.

Pagel – The Hiawatha Valley Education District has purchased a building in Dover and is working on designs. They are also continuing negotiations with their staff. To Hannah Brown he said, “Congratulations and thank you for your service on the School Board.” Mr. Pagel, as well as Don Andring and Dan Johnson, attended the staff recognition breakfast. He said, “I appreciate the time Doug Yost has served the district. We also lost a couple of full-time drivers that retired after many years of service, as well as Elementary Teacher Julie Getter.

ADJOURNMENT

A motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to adjourn the meeting at 10:34 PM.

Julie Austinson, Clerk

cb

2013-14 Dover-Eyota School Board Assumptions

Board Approved
June 10, 2013

2013 - 2014 Budget Revenues

1. Enrollments:

December 2012-13	2012-13 Weight Factor	2012-13 Total Enrollment	2012-13 Weighted (WADM*)
Kindergarten	.612	89	54.5
Grades 1-3	1.115	274	305.6
Grades 4-6	1.06	260	275.6
Grades 7-12	1.30	530	689.0
Total	1,153	1324.7	
Projected 2013-14	2013-14 Weight Factor	2013-14 Total Enrollment	2013-14 Weighted (WADM*)
Kindergarten	.612	90	55.1
Grades 1-3	1.115	270	301.1
Grades 4-6	1.06	265	280.9
Grades 7-12	1.30	520	676.0
Total	1,160	1313.1	

NOTE: Hcp-K Counts are highly unpredictable for our district. I have added five WADM's in this category for revenue projections, which is a very conservative figure

2. General Education Revenue Summary:

a. Basic Formula Allowance increases to \$5,302 PPU.

b. Approximate General Ed. Revenue Restrictions & Uses:

1. Staff Development (2% Restriction) – Staff Training - \$80,000
2. Learning & Development (K-6 WADM's) - Elem. Class Size - \$270,000
3. Basic Skills (F/R Lunch #'s) – ADED Kind./JH Reading. - \$100,000
4. Gifted & Talented (K-12 WADM's) – Academic Competitions - \$16,000
5. Operating Capital (Bldg. Age) – Capital Expenditures - \$250,000
6. Deferred Maintenance (Bldg. Age) – Repairs - \$85,000

3. Federal aids: Title I,II,IV estimated to be \$75,000.

4. Athletic fees are currently (7-8 @ \$50, 9-12 @ \$75).

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 1%.

7. Lunch prices will be required to increase by \$.05. New rates: Lunch - \$1.90 elementary, \$2.15 middle/high school, and \$3.25 adults; Breakfast will also be increased slightly to \$1.10 K-12, and \$1.60 adult. Milk will remain at \$.40.

8. 5% of all utilities & 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 \$40 per sport, except for tackle football which would be \$50. The Community Education Director will set fees according to the expenses.

10. The band instrument rental fee will increase from \$50 to \$100.

11. Miscellaneous Fees including Penalty Fees would remain as follows:

1. per copy fee of 15¢ for each 8.5"x11" or 11"x17" copy on white or color paper;
2. penalty fee of \$100 per violation for being on the roof of any school district facility without permission;
3. 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;
4. 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.

12. The building rental rates would remain the same as previous years:

	<u>District per day</u>	<u>Non-District per day</u>
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 st Hr	300.00 1 st 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)		
MHS Multi-Purpose Room/Media Ctr.	50.00	100.00
Dover Gym	50.00	100.00
All Classrooms (per room)	20.00	40.00
Custodian Charge (2-hour minimum)	28.00 Per Hour	
Cook Charge (2-hour minimum)	28.00 Per Hour	
Lighting/Sound Technician (2-hour minimum)	28.00 Per Hour	
Ball Fields	25.00 Per Hour, Per Field	
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.

13. Athletic ticket prices would follow conference guidelines (\$5 for adults, \$3 students in all sports except football of \$6 for adults, \$4 for students), remain at \$40 for adult 10-event punch pass, \$20 for student 10-event punch pass, and free Golden Age Passes for senior citizens (age 62 and older) residing in 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.

14. SACC fees will be changed to a straight \$3.00 per hour at all times, and Wednesday morning SACC will be free of charge starting at 7:30 AM.

2013-2014 Budget Expenditures

1. Class size student/teacher ratio guidelines are as follows (exceptions may be required for specific circumstances):

	Highest Avg.	Lowest Avg.
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 2013-14 are based on negotiated contracts for the Superintendent, Teamsters, Principals, and Cabinet/District Office staff. Contracts are not set for Teachers and Bus Drivers, with 2012-13 salaries being rolled forward. Each 1% increase is equal to \$50,617 for the Teachers Contract, and \$1,850 for the Bus Drivers.

3. The District will strive to maintain the following staff, subject to available resources:

Elementary: 1 bldg. principal, 2 secretaries, 1 media asst., 1 nurse,

1 lead custodian, 1.5 custodians (includes .5 FTE at the Dover site), .75 school keeper, .8 FTE social worker, .5 FTE media generalist, .25 ELL

Middle School/High School: 1.5 bldg. principal, 2 secretaries, 1 counselor, 1 dean of students/social worker, 1 media asst., 1 lead custodian, 2.50 FTE custodians, 1.25 FTE school keeper (housekeeper), .81 FTE health assistant, .5 FTE media generalist

Dover Building (LRP and ECFE): 0.8/0.5 FTE LRP & 0.6 FTE ECFE licensed staff, and instructional assistants based on student enrollment.

District Wide: .9 FTE psychologist, 1 accounting assistant, .5 accounts payable, .75 *Eagle*/community education/district office receptionist, .25 *Eagle* reporter, 1 superintendent's Admin. Asst., 1 business mgr., 1 superintendent, .5 FTE activities director, .375 FTE community education co-coordinators, 1.5 FTE curriculum/continuous improvement/assessment/staff development/gifted & talented director and coordinator, 2.20 FTE technology support staff; 11.0 FTE Special Education Instr. Staff; 0.5 FTE Special Ed. Program Support.

Food Service: 1.0 director, 2 lead cooks @ 15 hrs./day, 2 cooks @ 14.5 hrs./ day, and cook's helpers including clerks to total 35 hrs./day.

Transportation/Grounds: 1 director, .75 grounds, bus 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	Asst. Head	B	9th	C
Football	1	1	1	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	1		2		
Softball	1		1		2
Weightlifting	1				
Cheerleading	1				
Danceline	1		1		
Soccer	1		1		1

4. All utility & bus fuel costs budgeted at 2012-13 budget levels.

5. Instructional Supply budgets will be maintained at 2012-13 levels:

Elementary \$74 Per AMCPU

Middle/High School \$92 Per AMCPU

Operations supply budgets will be maintained at 2012-13 levels:

Custodial \$.24 Per Sq. Ft.

Grounds \$ 5,000

Transportation \$10,000

6. Athletic, co-curricular activities and extra-curricular activities program budget will be maintained at \$52,250 (includes referees, extra curricular workers, phone, supplies, uniforms, coaching clinics, travel, etc.). Transportation costs, including drivers' salaries and fringes, will remain at \$33,000.

7. General Fund Contingency will be maintained at \$20,000.
8. Misc. expenditures, misc. supply budgets and purchased services will be maintained at 2012-13 budget levels.
9. Food and milk costs estimated at a 10% increase from 2012-13 actual amounts.
10. Technology will remain at \$25,000 for services, supplies, repairs, etc.
11. All repair & maintenance budgets will be maintained at 2012-13 levels: Custodial at 10 cents/sq. foot: \$9,650 at the elementary (96,500), and \$14,690 at the high school (146,900), transportation at \$34,200, and grounds at \$10,000 (includes "services").
12. The testing budget will remain at \$15,000 for the entire district.
13. Acronym references:
 - * DAPE = Disabled Adaptive Physical Education
 - * DCD-S = Developmental Cognitive Disability – Severe (was MSMI)
 - * DCD-M = Developmental Cognitive Disability – Mild to Moderate (was MMMI)
 - * FY = Fiscal Year
 - * EBD = Emotional Behavioral Disorder
 - * ECFE = Early Childhood Family Education (Footsteps)
 - * ECSE = Early Childhood Special Education
 - * HK = Handicapped Kindergarten
 - * IEP = Individualized Educational Plan (special education)
 - * LD = Learning Disability
 - * LRP = Learning Readiness Program
 - * MDE = Minnesota Department of Education
 - * WADM = Weighted Average Daily Membership