# **REGULAR BOARD MEETING MINUTES**

Monday, March 11, 2013

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:04 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, and Superintendent Bruce Klaehn. Absent: none. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Assistant Principal/Activities Director John Ostrowski, Custodial Director Gary Franzen, Technology Director Bryan Berg, Custodial Director Wayne Ellringer, Administrative Assistant Chris Berg, and Ryan Anderson.

The Pledge of Allegiance was recited.

#### Approval of Agenda

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve the agenda.

#### Visitors to Address the Board

There were no visitors to address the Board.

#### **Board Minutes**

A motion was made by Member Andring, seconded by Member Nelson, and carried unanimously to approve the February 11, 2013 Board Meeting Minutes.

#### **Regular District Bills**

With Member Andring abstaining, a motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to approve the Regular District Bills totaling \$112,665.57.

#### Special District Bills

With Members Andring, Rieke and Johnson abstaining, a motion was made by Member Austinson, seconded by Member Nelson, and carried unanimously to approve the payment of the Special District Bills totaling \$154,056.79.

#### Treasurer's Report

A motion was made by Member Rieke, seconded by Member Austinson, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$2,494,120.12 and the February electronic transfers.

#### RECOGNITIONS

Activities Director John Ostrowski relayed that 9<sup>th</sup> grade wrestler Tanner Welsh competed at state and took his opponent to triple over time and lost 3 to 1. The Girls' Basketball Team played a good game in the finals and the team received a formal written compliment from the referees for how well they represented themselves on the court. The Dance Team was excited to compete at state where they placed 12<sup>th</sup>. Recent realignment of the section for Dance in 2013-14 bumped Cannon Falls into a higher group and so now Section 1 is made up of more schools our size. The Boys' Basketball Team doubled their wins this year, improving all through the season.

Principal Todd Rowekamp advised that, by request of the Minnesota Department of Education, the DE Math Department provided a webinar to 150 people throughout the state explaining their journey of success. He added, "The department works together as a learning community and it is shown in their results."

# **CABINET COMMUNICATIONS**

<u>Elementary Principal</u> – Jeanne Svobodny relayed the following: 1) An elementary committee met to revise report cards, which is "a daunting task." They met on March 4 and will continue to meet every two weeks with the purpose of making the report cards more consistent across grade levels, and communicate clearer information to parents about their child's progress; 2) During the early dismissal on Friday, March 8<sup>th</sup>, the paraprofessionals watched a dyslexia video and the teachers met in Professional Learning Teams. Also, Technology Director Bryan Berg led the teachers in a hands-on Google Docs training session; 3) Kindergarten Registration will be held on Thursday, March 21. Typically after that, parents who did not attend are contacted so that the elementary has a better idea of how many kindergarteners plan to attend in the fall; 4) The Food for Kidz packaging event has moved to March 28<sup>th</sup>; 5) Later this month, the elementary will hold a practice lockdown drill just before school starts in the morning. Mrs. Svobodny will meet with Tracey Pagel to firm up where all students should go (i.e., those on the playground) during a lockdown.

<u>High School Principal</u> – Todd Rowekamp relayed the following: 1) Although there has not been a lot of interest in the Spanish trip, Mrs. Betsy Wells is not giving up (she has 4 interested students and needs 6-7 for her trip to be paid for as a chaperone). The company has extended the commitment and deposit deadline, and they are talking about offering a discount to encourage students to sign up; 2) Seven students went with Ms. Kelly Schuette to a Mayo celebration research trip. The students were able to do simulation micro vascular surgery. Soon they will be going to a body exhibit at the Science Museum; 3) Mr. Rowekamp attended the Choir Concert and Band Concert and said, "They were outstanding in every aspect in terms of quality, level of commitment and participation, and support by the parents and community. I am proud of to be a district that supports its fine arts." He went on to thank the School Board for their support and thanked Mrs. Tessa Pierce and Mr. Ryan Anderson for doing such a good job.

Band Director Ryan Anderson sought tentative approval from the Board for the Band trip to Orlando. He relayed that the Band was immediately approved for performing at the Magic Kingdom and gave a brief trip itinerary. The cost will be around \$600 per student which includes four days of meals. There will be 6-8 parent chaperones for approximately 66 students.

A motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to grant tentative approval for the Band trip to Orlando, Florida from June 21-27, 2013.

## **District Feedback Forms**

Supt. Klaehn relayed the District Feedback Forms received.

# REPORTS

## Custodial Department Goal Update

Custodial Directors Gary Franzen and Wayne Ellringer updated the Board on their departments' goals.

- the custodians continue to work with the District Office and Activities Director to improve the process of monitoring facility use
- checklists continue to be used to monitor building cleaning needs
- all custodial staff completed their annual workshop training
- work schedules continue to be adjusted to meet the building needs
- the directors manage their maintenance and supply budgets while improving efforts to "Go Green"

Mr. Franzen, Mr. Ellringer and their staff received several accolades from the Board members about how well the buildings are maintained.

## Energy Savings Group Report Summary

Supt. Klaehn asked that the item be tabled.

## Security Updates

Supt. Klachn made the Board aware of security updates being planned since the special Board meeting on December 27<sup>th</sup> at which time they reviewed the district's security measures.

- accepted a proposal to install fob systems on three elementary doors
- studied how teachers lock their classroom doors (from the inside or outside) and all will soon have the capability to be locked from the inside

- increased the locations where security cameras can be viewed
- accepted a proposal for strobes and sirens in several locations around the high school building
- accepted a proposal to create a common lock for all of the Dover building doors
- discussed further potential changes to the front entries of all buildings
- install a camera system on all busses for the Fall of 2013

As a leader, Supt. Klaehn relayed his feelings that the district must have a reasonable level of security and feel that we are doing all we can do. The Board held a lengthy discussion about security at the schools. Included were these items:

- having parents encourage their students to have all their items when they leave the house, thus eliminating additional traffic when parents must bring in the items
- how effective/efficient buzzer systems would be at each building front entrance
- would parents be tolerant of a buzzer system knowing that their child is that much safer
- there will always be a level of vulnerability as all windows and doors can't be bullet proof
- a lot of other districts are at the same stage of security discussions

Supt. Klaehn will continue obtaining pricing, seeing what other schools are doing, and checking with vendors at conferences.

# **OLD BUSINESS**

## Second Reading and Approval of Revised Policies

Supt. Klaehn advised that the Policy Committee has reviewed the policies up for revision and will hold their first meeting on Monday, March 18.

A motion was made by Member Austinson, seconded by Member Nelson, and carried unanimously to approve revised Policy 407 – Employee Right to Know.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to approve revised Policy 522 – Student Sex Nondiscrimination.

# Second Reading and Approval of the 2013-14 Final Calendar and 2014-15 Tentative Calendar Items mentioned:

- the 2014-15 calendar is a repeat of the 2013-14 calendar
- the School Board designates the snow makeup days
- the administration and staff would rather use the second Common Inservice Day for in-house activities
- section tournaments have moved up so that February conferences have to be set earlier in the month
- the 2013-14 Final Calendar has 84 days in first semester, 91 days in second semester (to allow for testing), and additional snow makeup days could be April 17 and the end of the school year

Supt. Klaehn relayed that the Administrative Team has seriously talked about instituting a one-hour early out every Wednesday to allow for Professional Learning Team time. The administrators' discussions have included alternatives for students to stay at school, at parent request. The principals provided the Board with information on how the early outs would be spent by staff, including collaborating among their grade levels/subject areas and with other school districts, and researching information about student learning and curriculum. The Board talked about informing the parents and community about the purpose and plan of use for the one-hour early outs and then obtaining their feedback. The item of additional early outs will be further discussed at the April meeting.

A motion was made by Member Rieke to approve the 2013-14 Final Calendar (Attachment A) with the understanding that the early outs are yet to be determined and that April 17 and April 21 will be potential snow makeup days, and to approve the 2014-15 Tentative Calendar (Attachment B). The motion was seconded by Member Austinson, and carried unanimously.

# 2013-14 Snow Makeup Days

School will be in session the two days the Board designated as 2012-13 snow make up days (March 28 and June 6) and the Board discussed whether they wished to make up any additional snow days. The Board will further discuss the item at the April meeting.

## Approval of Some Capital Projects for 2013-14

Supt. Klaehn sought approval from the Board to proceed with the following 2013-14 Capital projects:

- · elevator upgrades in the elementary and secondary buildings
- replacement of all 1960 high school lockers and increase of 50 additional lockers
- further replacement cycle needs for Fitness Center equipment
- do a boiler upgrade at the high school
- replace 250 high school folding chairs
- purchase a new bus

A motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to approve proceeding with the above-mentioned Capital Outlay items.

# **NEW BUSINESS**

#### Fundraiser Requests

A motion was made by Member Rieke, seconded by Member Peterson, and carried unanimously to approve the Footsteps' annual Candle and Book Fair fundraisers.

#### Class of 2013 Request for Noon Open Campus

A motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to grant the Class of 2013 noon open campus during fourth quarter.

#### Consent - Accept Resignations

A motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to accept the resignations of TOM PASSE as Head Football Coach, MEGAN FAY as Dance Team Coach, BRANDY HEASER as Cheerleader Coach, and CHAD OHL as Assistant Varsity Baseball Coach.

#### Consent – New Hires

A motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to hire the following individuals: 1) MICHAEL ECK as Route Bus Driver; 2) HANNA NICCUM as Long-Term Substitute English Instructor; 3) TIM MAYER as B Softball Coach; 4) JAYLEEN MEYERS as C Softball Coach; 5) ERIC AESCHLIMANN as Asst. Track Coach; 6) RYAN SCHEEVEL as Asst. Varsity Baseball Coach; 7) ANDREW FREDERICKSEN as C Baseball Coach; 8) JEFFREY MORENO as C Baseball Coach.

## Accept Donation

A motion was made by Member Austinson, seconded by Member Nelson, and carried unanimously to accept the \$390 donation from MICHELLE WILLIAMS and the WELLS FARGO COMMUNITY SUPPORT PROGRAM.

## **HEARING OF REPORTS**

<u>Superintendent's Report & Communication</u> -- Supt. Klaehn relayed the following: 1) Received approval from the Board to advertise in the *Dover-Eyota Eagle* ways that individuals could help the school through various donation opportunities; 2) Shared items and concepts he learned at the American Association of School Administrators' Conference; 3) Reminded the Board of the 2013 Joint Legislative Conference on March 21; 4) The Pre-School Task Force meeting was postponed because Mr. Klaehn first wished to meet with a group of preschool parents and because of the possible move of the Valley View Learning Center to a different location; 5) There will be summer cleaning and a silent auction held in order to sell unwanted and unneeded school district items. This will include updating the old boiler room into a storage area.

## Board of Education Committee Reports & Communication

**Andring** – Relayed items brought forward by the teacher representatives at the Meet & Confer held that evening:

• technology staff Ron Merchlewitz and Kathy Smith were complimented for their assistance to elementary staff

- staff are excited about the Learning Readiness and Look at Me I'm 3 increase in classes and activities
- the second Common Inservice Day would be more beneficial for in-house activities than meeting with the Southeast Minnesota Learning Achievement Consortium (SEMLAC)
- the auditorium sound booth should be enclosed to secure it
- individuals currently on staff should be hired to fill head coaching positions
- snow days

Mr. Andring advised that township elections would be held the following evening and that he had submitted an application for Dover-Eyota to receive \$10,000 Monsanto grant. Four additional nominations for DE were needed. He ended his report by relaying that the National Playground Compliance Group will be offering webinars.

**Nelson** – Mrs. Nelson relayed that the Preschool Task Force meetings were on hold and that she would attend the first Policy Committee meeting on Monday, March 18. She was looking forward to serving as a new member of the Theatre/Text Review Committee. Member Nelson relayed that the Girls' Basketball Team did an outstanding job and added, "They are to be commended for being grown up ladies."

**Austinson** – She participated in the Meet & Confer with staff that evening. Mrs. Austinson relayed that a lot of "tasks and resources" resulted from the last Crisis Team meeting.

**Peterson** – Member Peterson advised that negotiations with the teaching staff would be starting soon. In regard to the sport teams he said, "The teams should be proud of what they did and what they accomplished!"

**Johnson** – The Technology Committee has been working on getting the One-to-One Laptop Program extended to 9<sup>th</sup> grade next year and determining licensing Microsoft strategies. Mr. Johnson was very impressed with the readiness of staff to take on new things and get the technology training they needed. He did caution, however, that the district should make certain that, as changes are made, "gaps" do not occur such as lack of Internet connectivity at students' homes. In regard to Meet & Confer he said, "It is always a good opportunity to hear the indications of our staff and is always a good discussion." Member Johnson was looking forward to the upcoming negotiations. In regard to the Girls' Basketball section games he said, "They were quite entertaining and a disappointing loss, but they had a wonderful season! The sportsmanship was definitely evident in their behavior!"

**Rieke** – Discussions of the Early Learning Council included Race to the Top and appropriating Pre-K funding. The Southeast Service Cooperative has held many medical seminars explaining the new guidelines. Activities included preparing for the elementary writing competition and spelling bee.

**Pagel** – The Hiawatha Valley Education District is looking at an alternative place to house the Valley View Learning Center. They have placed a bid for a Dover property and are waiting to hear the result. In regard to the compliment the Girls' Basketball Team received from the Minnesota State High School League referees he said, "Ironically, you will never see compliments on the news or Internet. Compliments like that make you proud to be a part of this school district. Congratulations to the girls on a very successful season."

# **ADJOURNMENT**

A motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to adjourn the meeting at 9:56 PM.

Julie Austinson, Clerk Cb The Board made these changes on 4/8/13: Common Inservice moved to Mon., October 21 and 1-hour Late Starts each Wednesday morning.

#### Attachment A

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# Final Board Approved with addtl Early Outs to be determined

The Board made these changes on 4/8/13: Common Inservice moved to Mon., October 21 and 1-hour Late Starts each Wednesday morning.

# Dover-Eyota Schools 2013-2014 Calendar

Mon/Fri, TBD	New Staff Workshop (5 days) Final Board Approved with addtl Early Outs
Mon, August 26	K-12 Teacher Inservice/Workday to be determined
ý <b>č</b>	Employee Breakfast, 7:30 AM
Tue, August 27	K-12 Teacher Inservice/Workday, K-12 Open House (evening hours - 4 hours for Gr 6-12, 2 hours for Gr K-5)
Wed, August 28	K-12 Teacher Inservice/Workday
Mon, September 2	Labor Day – Buildings Closed
Tue, September 3	First Day of School
Mon, September 23	No School – K-12 Teacher Common Inservice Day
Mon, October 14	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Tue, October 15	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Wed, October 16	No School ~ K-12 Parent/Student/Teacher Conferences (see below)
Thu/Fri, Oct. 17-18	No School – Teacher Convention
Fri, November 1	End of 1 <sup>st</sup> Quarter – Early Out - Teacher Work
Wed, November 27	No School
Thu, November 28	No School – Thanksgiving – Buildings Closed/No Student Activities
Fri, November 29	No School – Buildings Closed
Mon, Dec. 23 - Wed, Jan J	No School - Winter Holiday - Buildings Closed 12/24, Buildings Closed/No Student Activities 12/25 & 1/1
Thu, January 2	School Resumes
Fri, January 17	End of 2 <sup>nd</sup> Quarter, Early Out - Teacher Work
Mon, January 20	No School – K-12 Teacher Inservice/Work Day
Tue., January 21	No School – K-12 Teacher Inservice
Mon, February 10	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Tue, February 11	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Fri, February 14	No School
Fri., March 28	End of 3 <sup>rd</sup> Quarter, Early Out - Teacher Work
	1 No School – Bldgs Closed/No Student Activities 4/18
Thu./Mon., April 17 d	& 21 Potential Snow Makeup Days
Tue., April 22	School Resumes
Mon, May 26	No School – Memorial Day – Buildings Closed
Thu, May 29	Last day for Seniors
Sun, June 1	Graduation, 1:30 PM
Wed, June 4	End of 4 <sup>th</sup> Quarter – Last Day for Students – Early Out - Teacher Work
Thu, June 5	K-12 Teacher Inservice/Workday
Fri, July 4	Buildings Closed

#### Dover-Eyota Parent/Student/Teacher Conference Schedule

High School (Fall) Grades 6-12 Mon, October 14 – Conferences 3:30-7:30 PM Tue, October 15 – Conferences 3:30-7:30 PM Wed, October 16 – Conferences 7:30-11:30 AM

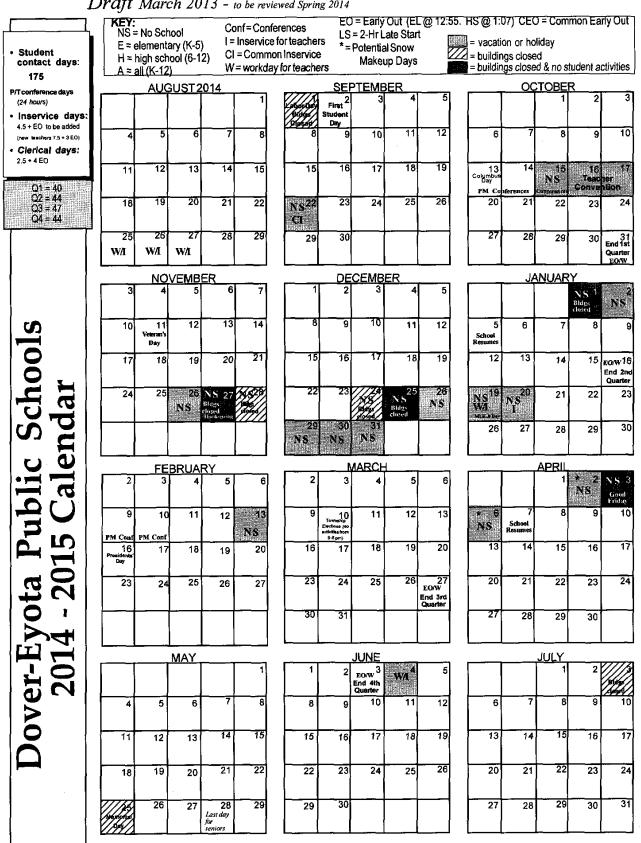
#### High School (Winter)

Mon., February 10 – Conferences 3:30-7:30 PM Tue., February 11 – Conferences 3:30-7:30 PM Elementary (Fall) Grades K-5 Mon, October 14 – Conferences 3:30-7:00 PM Tue, October 15 – Conferences 3:30-7:00 PM Wed, October 16 – Conferences 7:30 AM-3:30 PM

#### Elementary (Winter)

Mon., February 10 – Conferences 3:30-7:00 PM Tue., February 11 – Conferences 3:30-7:00 PM

	Elem Work Days	HS Work Days	Elem Inserv Days	HS Inserv Days	Reg Att Days	Elem Conf	HS Conf	Early Outs
Q1	1.5	1.5	2.5	2.5	40	17 Hrs	16 Hrs	EO 11/1
Q2	-	-	-	-	44	-	-	EO 1/17
Q3	.5	.5	1.5	1.5	47	7 Hrs	8 Hrs	EO 3/28
Q4	.5	.5	1	1	44	-	-	EO 6/4
TOTALS	2.5	2.5	4.5	4.5	175	24 Hrs	24 Hrs	Addtl Early Outs to be determined



Draft March 2013 - to be reviewed Spring 2014

# Dover-Eyota Schools 2014-2015 Calendar

Aon/Fri, TBD Aon, August 25	New Staff Workshop (5 days) K-12 Teacher Inservice/Workday Draft March 2013 - to be reviewed Spring 2014
	Employee Breakfast, 7:30 AM
Tue, August 26	K-12 Teacher Inservice/Workday, K-12 Open House (evening hours - 4 hours for Gr 6-12, 2 hours for Gr K-5)
Wed, August 27	K-12 Teacher Inservice/Workday
Mon, September 1	Labor Day – Buildings Closed
Tue, September 2	First Day of School
Mon, September 22	No School – K-12 Teacher Common Inservice Day
Mon, October 13	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Tue, October 14	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Wed, October 15	No School – K-12 Parent/Student/Teacher Conferences (see below)
Thu/Fri, Oct. 16-17	No School – Teacher Convention
Fri, October 31	End of 1 <sup>st</sup> Quarter – Early Out - Teacher Work
Wed, November 26	No School
Thu, November 27	No School – Thanksgiving – Buildings Closed/No Student Activities
Fri, November 28	No School – Buildings Closed
Wed, Dec. 24 - Fri, Jan 2	No School - Winter Holiday - Buildings Closed 12/24, Buildings Closed/No Student Activities 12/25 & 1/1
Mon, January 5	School Resumes
Fri, January 16	End of 2 <sup>nd</sup> Quarter, Early Out - Teacher Work
Mon, January 19	No School – K-12 Teacher Inservice/Work Day
Tue, January 20	No School – K-12 Teacher Inservice
Mon, February 9	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Tue, February 10	Regular School Day – K-12 Parent/Student/Teacher Conferences (see below)
Fri, February 13	No School
Fri., March 27	End of 3 <sup>rd</sup> Quarter, Early Out - Teacher Work
Thu-Mon, April 2-6	No School – Bldgs Closed/No Student Activities 4/3
Tue., April 7	School Resumes
Mon, May 25	No School – Memorial Day – Buildings Closed
Гhu., May 28	Last day for Seniors
Sun, May 31	Graduation, 1:30 PM
Wed, June 3	End of 4 <sup>th</sup> Quarter – Last Day for Students – Early Out - Teacher Work
Thu, June 4	K-12 Teacher Inservice/Workday
Fri, July 4	Buildings Closed

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High School (Fall) Grades 6-12
Mon, October 13 – Conferences 3:30-7:30 PM
Tue, October 14 – Conferences 3:30-7:30 PM
Wed, October 15 - Conferences 7:30-11:30 AM

#### High School (Winter)

Mon., February 9 – Conferences 3:30-7:30 PM Tue., February 10 – Conferences 3:30-7:30 PM Elementary (Fall) Grades K-5 Mon, October 13 – Conferences 3:30-7:00 PM Tue, October 14 – Conferences 3:30-7:00 PM Wed, October 15 – Conferences 7:30 AM-3:30 PM

#### Elementary (Winter)

Mon., February 9 – Conferences 3:30-7:00 PM Tue., February 10 – Conferences 3:30-7:00 PM

	Elem Work Days	HS Work Days	Elem Inserv Days	HS Inserv Days	Reg Att Days	Elem Conf	HS Conf	Early Outs
Q1	1.5	1.5	2.5	2.5	40	17 Hrs	16 Hrs	EO 10/31
Q2	-	-	-	-	44	-	-	EO 1/16
Q3	.5	.5	1.5	1.5	47	7 Hrs	8 Hrs	EO 3/27
Q4	.5	.5	1	1	44	-	-	EO 6/3
TOTALS	2.5	2.5	4.5	4.5	175	24 Hrs	24 Hrs	Addtl Early Outs to be determined