

# REGULAR BOARD MEETING MINUTES

Monday, July 9, 2012

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:06 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Dan Johnson, Ron Pagel, Todd Peterson, Molly Rieke, and Superintendent Bruce Klaehn. Absent: Gene Loftus. Also in attendance were Principal Jeanne Svobodny, Principal Todd Rowekamp, Administrative Assistant Chris Berg, April Horne, Bill Lisser, Dustin Pagel, and Jennifer Ryg,

The Pledge of Allegiance was recited.

## Agenda

Supt. Klaehn asked that the following items be added to the agenda:

First Reading of Policy 205 – Open Meetings and Closed Meetings to 9a

New Hire TRICIA HIMLIE to 11e(4)

A motion was made by Member Rieke, 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 Minutes

A motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to approve the June 11, 2012 Regular Board Meeting Minutes.

## Regular District Bills

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve the Regular District Bills totaling \$91,487.39.

## Special District Bills

A motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to approve the payment of the Special District Bills totaling \$104,512.10.

## Treasurer's Report

A motion was made by Member Johnson, seconded by Member Andring, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$392,442.82 and the June electronic transfers.

## **CABINET COMMUNICATIONS**

Elementary Principal – Jeanne Svobodny relayed the following: 1) With the assistance of Technology Coordinator Ron Merchlewitz, the elementary's Literacy Plan is now on the district's website and Principal Svobodny gave a quick summary of the various plan's components; 2) Tricia Himlie, the new .75 Special Education Instructor, is licensed in K-6 Elementary Education, K-12 Emotional Behavior Disorders and Learning Disabilities, and Middle School English/Language Arts. She will be working with elementary and middle school students; 3) Mrs. Svobodny shared the MCA reading test results and relayed her pride in the students, and the teachers who support them to achieve.

High School Principal – Todd Rowekamp relayed the following: 1) Reviewed the MCA results received as well as the Multiple Measurement Summary Reports for the high school and middle school; 2) At the recent Hiawatha Valley Education Principals' Retreat in Red Wing, Lynn Sawyer provided training on using the Charlotte Danielson's Framework for Teaching for teacher evaluation. The second day, HVED Data Management Coordinator Dan Hyson walked the group through the state's new Multiple Measurement Rating system and showed how to access associated data reports on the MDE website; 3) Mr. Rowekamp thanked

Principal Svobodny for hiring the new special education teacher; 4) The only position to be filled is the high school secretary, as Lisa Ferrell moves back into the Health Assistant position.

## **NEW BUSINESS**

### Consider Fundraiser Request

Supt. Klaehn relayed that this spring the Drama Department borrowed a microphone system for the play and a lot of positive comments were received. The purchase of such equipment is estimated at \$11,000 and April Horne is leading the charge in fundraising activities.

Ms. Horne advised that the three spring performances were almost completely sold out. She added, "The Drama Club has become a vibrant part of this community and it is nice for the older attendees to sit anywhere and be able to hear the performance." She advised that the fundraiser request had two prongs: seek donations from those affiliated with the Drama Club or from individuals who have attended performances over the last few years, and also seek donations from the Sloan and Schmidt foundations.

Member Rieke recommended the possibility of pairing with a local church or group that could also use the equipment and assist in its purchase.

A motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to approve the Football cookie dough fundraiser and the Drama Department's request to seek donations in order to purchase wireless microphones.

### Award Bids for Dairy Products, Bakery Products, Fuel Products, and Snow Removal for 2012-13

Supt. Klaehn recommended the **dairy products** bid be awarded to Kemps, and the **bakery products** bid to Earth Grains – Sara Lee.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to award the dairy products bid to Kemps and the bakery products bid to Earth Grains (Sara Lee)

Supt. Klaehn advised that three bids were received for snow removal with one being eliminated because it was significantly higher than the others. The discussion included the fact that, although his bid was slightly higher, Wigham did a better job of cleanup and has not had to do additional "push back" of snow because his equipment allows him to push it back further the first time. Supt. Klaehn will clarify Wigham's bid.

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to award the **snow removal** bid to Wigham Services.

Two bids were received for **fuel products**: Feils and Greenway. Transportation Director Dustin Pagel advised that he has been happy with the Feils service for the past two years, and has not had to add additives, like he had in the past.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to table the decision until the August meeting to allow Mr. Dustin Pagel to ask questions of and express concerns to the bidders.

### Award Elementary Leak Repair Bid

Supt. Klaehn provided information on the two bids received and recommended the Board award the bid to Key Builders.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to award the elementary mechanical mezzanine wall repairs to Key Builders, Inc.

## **REPORTS**

### First Reading of Revised Policies

Supt. Klaehn relayed the proposed changes to Policy 514 – Bullying Prohibition, and Policy 205 – Open Meetings and Closed Meetings. He indicated that Policy 509 – Enrollment of Non-Resident Students has been reviewed by the administration and no changes are recommended at this time. The Board will hold their second reading of these policies in August.

First Reading of the Technology Plan

Supt. Klaehn advised that Technology Director Bryan Berg and the District Technology Committee formulated the plan which is required by the State of Minnesota. This is a “fluid” document that will change as needed.

The second reading and possible approval of the Technology Plan will be brought to the August meeting.

**OLD BUSINESS**

Second Reading and Approval of Revised Policies

Supt. Klaehn and the Board discussed additional changes to the Student Attendance, Graduation Requirements, School District Budget, and Health & Safety policies.

A motion was made by Member Rieke, seconded by Member Peterson and carried unanimously to approve the following policy revisions, additions and deletions with additional changes discussed:

- Policy 103 – Complaints – Students, Employees, Parents and Other Persons
- Policy 198 – Anonymous Letters, Phone Calls and Other Communications
- Policy 202 – School Board Officers
- Policy 205 – Open Meetings & Closed Meetings
- Policy 206 – Public Participation in Meetings
- Policy 301 – School District Administration
- Policy 302 – Superintendent
- Policy 503 – Student Attendance
- Policy 515 – Pupil Records
- Policy 524 – Internet Acceptable Use Policy
- Policy 530 – Immunization Requirements
- Policy 532 – Use of Peace Officers and Crisis Teams
- Policy 594 – Kindergarten Entry Date
- Policy 604 – Instructional Curriculum
- Policy 611 – Home Schooling
- Policy 613 – Graduation Requirements
- Policy 615 – Testing Accommodations
- Policy 618 – Assessment of Student Achievement
- Policy 701 – School District Budget
- Policy 707 – Transportation of Public School Students
- Policy 805 – Waste Reduction and Recycling
- NEW Policy 807 – Health & Safety Policy
- DELETE Policy 593 – Early Admission to Kindergarten

Second Reading and Approval of Handbooks

A motion was made by Member Andring, seconded by Member Rieke to approve the following handbooks:

- EL – **2012-13** Student/Parent Handbook
- 2012-13** Staff Handbook
- 2012-13** Paraprofessional Handbook
- 2012-13** Substitute Handbook
- 2012-13** SACC Handbook
- HS – **2012-13** Student Handbook
- 2012-13** One-to-One Laptop Handbook
- 2012-13** Staff Handbook
- MS – **2012-13** Middle School Student Handbook
- Athletics – **2012-13** Athletics & Activities
- Food Service – **2012-13** Policy and Procedure Handbook

Member Austinson recommended that “drop off” procedures be added to the SACC handbook and that actual Open House times be listed in the Student/Parent Handbook calendar.

A vote on the motion carried unanimously.

**NEW BUSINESS**

Revision of Community Education Coordinator Position – Approve Hires

A motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to employ Co-Coordinators SUSAN KELLER-SCHAEFER and JENNIFER HORMAN for the Community Education program at a level of assignment up to an average of 15 hours per week total at \$14.00 per hour.

Consent - Approve Hires

A motion was made by Member Johnson, seconded by Member Rieke, and carried unanimously to hire the following individuals: SAMANTHA LOOMIS as Assistant Dance Coach, KRISTI BLATTNER as 8<sup>th</sup> Grade Volleyball Coach, JAYLEEN MEYERS as 9<sup>th</sup> Grade Volleyball Coach, and TRICIA HIMLIE as .75 Special Education Instructor.

Consent – Accept Donations

A motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to accept the \$109 donation of electrical work from DON'S ELECTRIC, INC. and the \$1,700 donation to the Activity Baseball Account from BRAD WICK.

**HEARING OF REPORTS**

Superintendent's Report & Communication -- Supt. Klaehn relayed the following: 1) Reminded the Board of the Eyota Days Parade on Sat., July 21; 2) Regarding the Dover building roof, he relayed that Ledegar Roofing has agreed to correct the problem at no cost; 3) The administrators would be attending a leadership seminar in Rochester the following day; 4) On Thu., July 12 he would be attending a Region V training for superintendents; 5) The new football field lights are installed. Since the old poles have been removed and allowed a spectator restricting rope, a new process will be put in place to keep spectators off the field; 6) An individual changed their mind about purchasing a shop class shed and so the district will use it for bicycle storage at the elementary. A concrete base will be installed for the shed and the current asphalt near the rear entrance will be replaced with concrete. The district will then sell the bicycle trailer; 7) The first negotiations with the Teamsters is scheduled for next week; 8) The School Board regular meeting is scheduled for Mon., August 6<sup>th</sup> beginning at 7:00 PM. The Board decided to reschedule the Retreat for Tue., August 21<sup>st</sup> at 6:00 PM, pending a discussion with Member Gene Loftus.

Board of Education Committee Reports & Communication

**Rieke** – Ms. Rieke advised that the Teamster negotiations “kick off” next week and that it will be interesting to see how the new Co-coordinator Community Education position works. The Early Learning Council meets in August.

**Peterson** – Member Peterson advised that the Purchasing Committee that met before the meeting to make bid award recommendations. He also noted that Teamster negotiations start the following week.

**Andring** – The Purchasing Committee met earlier that night and the results were brought to the meeting. He added, “We do bidding for a reason and we like to honor that; however, sometimes accepting the lowest bid is not always the best.” The Southeast Service Cooperative has issued bid specifications in order to proceed with their parking lot addition. There are two ways to operate the new football field lights: manually or automatically if a schedule is given to Musco.

**ADJOURNMENT**

A motion was made by Member Peterson, seconded by Member Austinson, and carried unanimously to adjourn the meeting at 9:34 PM.

Don Andring, Clerk  
cb