

REGULAR BOARD MEETING MINUTES

Monday, June 11, 2012

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:13 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Dan Johnson, Gene Loftus, Ron Pagel, Todd Peterson, Molly Rieke, and Superintendent Bruce Klaehn. Absent: Julie Austinson. Also in attendance were Principal Jeanne Svobodny, Principal Todd Rowekamp, Technology Director Loren Kiefer, Activities Director John Ostrowski, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Gwen Ahern, Angie Johnson, and Bill Lisser.

The Pledge of Allegiance was recited.

Agenda

A motion was made by Member Peterson and seconded by Member Johnson to approve the agenda.

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

- Special Employee Recognition – 8d
- Fundraiser Request – 11b.2
- Resignation of Patricia Gernand - 11d.4
- Additional Special Education position - 11f

A vote on the motion to approve the amended agenda was carried unanimously.

Visitors to Address the Board

There were no visitors to address the Board.

Board Minutes

A motion was made by Member Rieke and seconded by Member Johnson to approve the May 14, 2012 Regular Board Meeting Minutes.

Member Andring advised that, in the football light vote, the roll call vote should say Dan Johnson instead of Don Andring.

A vote on the motion to approve the amended May 14, 2012 Regular Board Meeting Minutes was carried unanimously.

Regular District Bills

A motion was made by Member Loftus, seconded by Member Rieke, and carried unanimously to approve the Regular District Bills totaling \$289,101.54.

Special District Bills

With Member Andring abstaining, a motion was made by Member Rieke, seconded by Member Peterson, and carried unanimously to approve the payment of the Special District Bills totaling \$88,835.

Treasurer's Report

A motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$1,336,375.28 and the May electronic transfers.

CABINET COMMUNICATIONS

High School Principal – Todd Rowekamp relayed the following: 1) It was a very busy but smooth end of the school year. Mr. Rowekamp explained the finals schedule held the last two day of school; 2) Our honors classes are successfully preparing students to pass the CLEP exams. Students from Honors English and Honors Sociology recently took the CLEP exams for those subjects. All DE students who took the tests scored at or above the level required for college credit.

Elementary Principal – Jeanne Svobodny relayed the following: 1) The end of the school year was a lot of fun but also required a lot of energy; 2) The new tire swing was delivered and will be installed later this month. The gyro will also be lowered at that time; 3) Several teachers will attend staff development training this summer; 4) Mrs. Svobodny, along with several Southeast Service Staff, will attend Marzano training in Orlando. Upon their return, they will meet with district leaders and share the pros and cons of various teacher evaluation models; 5) Read Well By Third Grade is almost ready to be published on the website; 6) Several state reports are due this month.

Special Employee Recognition

Supt. Klaehn advised that Technology Director Loren Kiefer came to the district six years ago and thanked the School Board for supporting that move. He added, “Under his leadership you can see how far we have advanced in the last 6 years. Recent parent survey results indicated that 97% ‘agree’ or ‘strongly agree’ that their child is effectively using technology to enhance their learning.” Mr. Klaehn presented Mr. Kiefer with a plaque in appreciation for all he has done for the school district.

Loren said he felt welcomed in this district from the first day and it never changed. He added, “It has been a fantastic place in which to work. No way did I do this by myself – it was a team effort and I appreciate all of the support received. It has been my pleasure to work for you for the past 6 years.”

Member Johnson relayed his appreciation of Loren’s efforts to advance technology and to serve students.

Supt. Klaehn noted that Mr. Kiefer is a visionary and obtained good deals on technology products. He again thanked him for all of his efforts on behalf of the school district.

REPORTS

First Reading of Revised Policies

The Board discussed recommended changes to the policies listed below.

- ability to electronically submit a Compliment, Concern, Complaint form (Policy 103)
- if electronic absence notes (i.e., email, text) would be accepted from parents (Policy 503)
- excused and unexcused absences (work in family business – including farm, at home) (Policy 503)
- eliminating Policy 593 – Early Admission to Kindergarten and revising Policy 594 – Kindergarten Entry Date
- requiring a dependency tax form as proof for Enrollment Policy 509

Policy 103 – Complaints – Students, Employees, Parents and Other Persons

Policy 198 – Anonymous Letters, Phone Calls and Other Communications

Policy 202 – School Board Officers

Policy 206 – Public Participation in Meetings

Policy 301 – School District Administration

Policy 302 – Superintendent

Policy 503 – Student Attendance

Policy 509 – Enrollment of Non-Resident Students

Policy 514 – Bullying Prohibition Policy

Policy 515 – Pupil Records

Policy 524 – Internet Acceptable Use Policy

Policy 530 – Immunization Requirements

Policy 532 – Use of Peace Officers and Crisis Teams

Policy 593 – Early Admission to Kindergarten – possible deletion

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

Regarding the Bullying Prohibition Policy, Supt. Klaehn said that many area superintendents are concerned about the definition of bullying in the Minnesota School Board Association (MSBA) policy, which we follow. Thus, possible changes will be brought to the Board in July.

The second reading and approval of the policies will be done at the July 9th Board meeting.

First Reading of Handbooks

High School Principal Todd Rowekamp, Assistant Principal John Ostrowski, and Elementary Principal Jeanne Svobodny talked about some of the changes in their handbooks.

The second reading and approval of the following handbooks will be done at the July 9th Board meeting.

Elementary: Student/Parent, Staff, Paraprofessional, Substitute, and SACC

High School: Student, Staff, One-to-One Laptop

Middle School: Student

Athletics: Athletics & Activities

Food Service: Policy and Procedures

OLD BUSINESS

Second Reading and Approval of the 2012-13 Strategic Plan

Supt. Klaehn advised two changes from the first reading:

- under Aim 1 Key Initiatives, the wording was changed to “**increase** same-year remediation”
- under Aim 3 Key Initiatives, “initiate a formal senior/post-graduate survey” was added

A motion was made by Member Andring, seconded by Member Rieke, and carried unanimously to approve the 2012-13 Strategic Plan (Attachment A).

NEW BUSINESS

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

A motion was made by Member Andring, seconded by Member Loftus, and carried unanimously to let bids for dairy products, bakery products, fuel products, and snow removal for 2012-13.

Consider Elementary Storage Building

Supt. Klaehn advised that an estimate of \$35,000 was received to build a shed at the elementary to store bikes and house the dumpsters. He indicated that he was grateful for the bike grant; however, he felt that a less-expensive, alternate storage plan could be determined. Mr. Klaehn will work with Transportation Director Dustin Pagel and bring a recommendation to the July 9th Board meeting.

Fundraiser Request

A motion was made by Member Rieke, seconded by Member Peterson, and carried unanimously to approve the Boys' Basketball team holding a Free-Throw-Marathon on Saturday, June 23.

Approve the July 1, 2012 through June 30, 2014 Master Agreement with the Dover-Eyota Principals' Association

A motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to approve the July 1, 2012 through June 30, 2014 Master Agreement with the Dover-Eyota Principals' Association.

Consent: Accept Resignations

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to accept the resignations of KATHY SMITH as Technology Coordinator, ASHLEY HOEFT as Instructional Assistant, VINCENT MCCONNELL as Van Driver, and PATTY GERNAND as Special Education Instructor.

Consent - Approve Hires

A motion was made by Member Rieke, seconded by Member Peterson, and carried unanimously to hire the following individuals: 1) Summer School Instructors AMANDA MECUM, GRETCHEN BRINKMAN, LINCOLN GERGEN, and CHRISTINE KOBBS; 2) Summer School Paras JACKIE MACON, AMY EVERSMAN, PAM SIEGENTHALER, and MELANIE KEEFE; 3) Summer SACC Adult Workers MARCY

ABLIN, KAREN FIESELER, and JAYLEEN MEYERS; 4) Summer SACC Student Worker AMBER ALLEN; 5) Summer Student Custodial Workers LINDSEY ZEITLER, SAM ELLRINGER, and KYLE DUBBELS; 6) RYAN SCHEEVEL as full-time Physical Education Instructor beginning 2012-13 and B Boys' Basketball Coach (replaces Tim Mayer who moved to Varsity); 7) TIM MAYER as Varsity Boys' Basketball Coach.

Additional Special Education Position

Supt. Klaehn advised that, due to the discontinuance of the DCD special education position at the elementary and a high school special education resignation, the administrators are re-examining student needs. Amy Adams of the Hiawatha Valley Education District met with the administrators to determine special education work loads and so, the administrators were seeking approval to hire up to a .75 special education position if one is required.

A motion was made by Member Peterson, seconded by Member Andring, and carried unanimously to approve hiring up to a .75 additional special education position, if one is required.

HEARING OF REPORTS

Superintendent's Report & Communication -- Supt. Klaehn relayed the following: 1) Members wishing to participate in the Gopher Count Parade on Thu., June 21 should meet at the bus garage at 9 am; 2) Members wishing to participate in the Eyota Days Parade on Sat., July 21 should meet at 10:30 am at the bus garage; 3) Molly Rieke, Linda Nelson and Julie Austinson have filed for School Board candidacy; 4) The Employee Recognition Breakfast is one the highlights of his year because it is a chance to celebrate our successes and the longevity of staff. Also, it is one of the best breakfast buffets thanks to our Food Service staff. Mr. Klaehn thanked Members Pagel and Andring for attending the event and thanked John Ostrowski for a nice job obtaining gifts for staff; 5) In a discussion with the Board, it was determined that the August regular meeting would be held on Mon., August 6 and a Board Retreat was scheduled for Mon., August 20; 6) There were 23 applicants for the Community Education Coordinator position, with many internal applications who currently hold part-time positions. Interviews are scheduled for Thu., June 14.

Board of Education Committee Reports & Communication

Loftus – The Negotiations Team brought forward the principals' contract which was now approved. The Purchasing Committee will meet on Mon., July 9th to open dairy, bakery, fuel and snow removal bids. Mr. Loftus always enjoys being a member of the Dollars for Scholars Committee and relayed that, although donations were down this year, the group was still able to give scholarships to all who applied (some of which received two). Mr. Loftus ended his report by congratulating all for another good school year.

Rieke – Congratulated the 2012 graduates and relayed that there was a "drastic improvement" to the sound in the gym from last year. A tentative date of September 19th has been set for the Governor and the Early Learning Council to meet at Dover-Eyota. Ms. Rieke will be attending an Early Learning Council meeting on Mon., June 18 in Grand Rapids. The Music Explorers' concert and the Band concert were "great." Member Rieke extended her thanks to Loren Kiefer and Vince McConnell for their service to the district. She ended her report by relaying that the Learning Readiness Bus Driver Janet Franke goes "above and beyond" every day. She added, "There isn't a day that she doesn't wait until the kids get into the house before driving away and will bring back the van if they leave something in it.

Peterson – Negotiations with the principals went well and the committee will now move on to meet with the Teamsters. Mr. Peterson congratulated the graduates and noted that Jorgen Brandt had 13 years of perfect attendance. He ended his report by noting that, at commencement, the seniors recognized two students who had passed away before they graduated.

Johnson – Mr. Johnson noted, "A lot of things happen during the off months." He congratulated Loren Kiefer for his service to the district and commended Kathy Smith who also contributed to the overall success of the district. In regard to policies he said, "As we struggle with policies, I would like to thank everyone for putting in the work to keep them up to date and in place. No matter what you do, there is no way to make them bullet-proof. It is the same for handbooks." Regarding the Strategic Plan, Member Johnson said, "With Jane and everyone's input, the Strategic Plan is almost a work of art to get things in sync and meaningful." He noted that

the new eagle in front of the high school was a nice fit. Mr. Johnson congratulated the Class of 2012 and expressed his appreciation to all of the staff and administration that helped them be successful.

Andring – The Southeast Service Cooperative is busy with new State of Minnesota position. Unfortunately, he will be unable to attend the MN SSC meeting in July due to working at the Winona County Fair. Mr. Andring thanked the administration, staff and School Board for their whole team effort. He said, “We will miss Loren (Kiefer) and Tom (Theye) but there will always be someone who will step up.” Member Andring ended his report by requesting that at next year’s commencement, the Band continue to play until the end of the recessional.

Pagel – Talked about the hockey agreement with the Dodge County schools and Blooming Prairie sending one boy and one girl to compete on the team. A special Hiawatha Valley Education District meeting the previous week was held to accept the resignation of Valley View Learning Center Principal John Sakellariou. HVED negotiations are progressing at a faster pace. Mr. Pagel enjoyed escorting the elementary students into the lunchroom for their Hawaiian theme on the last day of school. The Employee Recognition Breakfast was a fun time and a chance to reflect back on the year. He noted that 15 people have been employed in the district for over 25 years. He ended his report by saying, “That speaks volumes. I commended all of the staff, administration – thank you for another very successful year.”

ADJOURNMENT

A motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to adjourn the meeting at 9:25 PM.

Don Andring, Clerk
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Dover-Eyota Public Schools 2012-2014 Strategic Plan Board Approved 6/11/2012

“The Dover-Eyota School system, in partnership with its community, will foster a safe, caring and respectful environment to develop well-rounded, high achieving citizens who demonstrate character and integrity in an ever-changing world.”

<p>AIM 1: <u>High Student Achievement</u></p> <p>GOAL 1 Students will meet / exceed proficiency levels in reading, writing, mathematics and science.</p> <p>-----</p> <p>GOAL 2 Students will demonstrate improving achievement in all curricular areas by mastering identified essential skills.</p> <p>-----</p> <p>GOAL 3 Students will be challenged academically to prepare them to pursue their future goals.</p>	<p>KEY INITIATIVES:</p> <ul style="list-style-type: none"> • Enhance Early Childhood programs • Read Well by Third Grade Literacy Plan • Re-align curriculum and assessment to new state standards. • Increase same-year remediation. • Explore flexible delivery of instruction • Advancement of 21st Century Skills <ul style="list-style-type: none"> Critical Thinking. Problem Solving Creativity Decision-making Communication Collaboration 	<p>MEASUREMENT TOOLS:</p> <ul style="list-style-type: none"> • Participation numbers in EC Programs • Increased proficiency in scores of : <ul style="list-style-type: none"> MCA NWEA Aims Web • Local assessments aligned to Essential Skills • Assessments : EXPLORE / PLAN / ACT • Staff and student surveys
<p>AIM 2: <u>Safe and Welcoming Environment</u></p> <p>GOAL 4 Students will demonstrate respectful and appropriate behavior toward other students, staff and adults in the school community.</p> <p>-----</p> <p>GOAL 5 Parents and community members will be valued and active educational partners.</p>	<p>KEY INITIATIVES:</p> <ul style="list-style-type: none"> • Increased emphasis on anti-Bullying at all grade levels • Improve follow-up to MS retreats • Project Northland • Establish follow-up procedures for new students ----- • Whitewater Country Coalition • Continue website upgrades for enhanced communication with stakeholders 	<p>MEASUREMENT TOOLS:</p> <ul style="list-style-type: none"> • Grades 4-8 “Olweus” bullying survey • Whitewater Country Coalition surveys • Community/Student Survey

<p>AIM 3: <u>Efficient and Effective Operations</u></p> <p>GOAL 6 The district will ensure the effective use of technology as a teaching, learning, and communication tool.</p> <p>-----</p> <p>GOAL 7 The district will integrate the continuous improvement philosophy and process throughout the system.</p> <p>-----</p> <p>GOAL 8 The district will maintain a well-trained and highly qualified workforce.</p> <p>-----</p> <p>GOAL 9 The district will effectively use its financial resources to maximize opportunities for students.</p>	<p>KEY INITIATIVES:</p> <ul style="list-style-type: none"> • Expand one-to-one laptops to 9th grade • Establish further guidelines related to social networking & digital citizenship • Increase, restructure and explore new forms of technology support • Growth in the use of iPads in Special Ed. <p>-----</p> <ul style="list-style-type: none"> • Initiate a formal senior/post-graduate survey • Explore options for organizational performance assessment • Enhance the role of Professional Learning Teams in staff training and continuous improvement • Restructure the staff evaluation process for all district employees • Effectively utilize and evaluate membership in SEMLAC <p>-----</p> <ul style="list-style-type: none"> • School Board will endeavor to maintain existing programming levels with annual financial resources and reserved funds. • School Board will maintain Assigned Funds to address specific future needs of the School District. 	<p>MEASUREMENT TOOLS:</p> <ul style="list-style-type: none"> • Staff, student, and parent surveys • District and building level Technology Committees feedback <p>-----</p> <ul style="list-style-type: none"> • Stakeholder surveys • Action Plans for all Departments <ul style="list-style-type: none"> - aligned to Strategic Plan - Mid year & end-of-year reports <p>-----</p> <ul style="list-style-type: none"> • Annual Fiscal Audit • Self-analysis of programming levels
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