

# REGULAR BOARD MEETING MINUTES

Monday, May 14, 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, Gene Loftus, Ron, Pagel, Todd Peterson, Molly Rieke, Superintendent Bruce Klaehn, and Student Board Member Mattie Jo Ostrowski. Absent: none. Also in attendance were Principal Jeanne Svobodny, Principal Todd Rowekamp, Curriculum Director Jane Johnson, Activities Director John Ostrowski, Technology Coordinator Bryan Berg, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Wanda Hanson, Bill Lisser, Jon Neubauer, Jessica Merchlewitz, Mason Merchlewitz, Ron Merchlewitz, Weston Merchlewitz, Brian Todd, and Alberto Vera.

The Pledge of Allegiance was recited.

## 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 Loftus, seconded by Member Austinson, and carried unanimously to approve the April 9, 2012 Regular Board Meeting Minutes.

## Regular District Bills

A motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to approve the Regular District Bills totaling \$146,248.65.

## Special District Bills

With Members Andring and Austinson abstaining, a motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to approve the payment of the Special District Bills totaling \$112,835.48.

## Treasurer's Report

A motion was made by Member Rieke, seconded by Member Loftus, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$1,073,911.11 and the April electronic transfers.

## **CABINET COMMUNICATIONS**

Elementary Principal – Jeanne Svobodny relayed the following: 1) She will receive notification by the end of May if our ADSIS application will be approved and funded for the next school year; 2) Because the elementary is emphasizing teaching to the common core standards, the use of its instructional strategies is decreasing and we no longer qualify for that grant; 3) The Discipline Committee recently met and teachers who implemented portions of the Olweus bullying curriculum shared the feedback. They found that lessons taught were effective and that bullying has been reduced in the lunchroom and playground. Next year they will concentrate on reducing bullying on the buses, relaying the definition of bullying and sharing expectations with students, and bringing back the Climb Theatre program; 4) Mrs. Svobodny shared results of the online MCA Math tests. The students were tested the end of February and again recently. The 3<sup>rd</sup> grade scores went from 85% to 89% being proficient. The 4<sup>th</sup> grade increased from 77% to 84% and the 5<sup>th</sup> grade increased from 75% to 85%. She also advised that the rigor of the test had increased significantly; 5) She had been busy writing our state-required local literacy plan which addresses the Read Well by 3<sup>rd</sup> Grade initiative; 6) Board members were invited to upcoming activities including the 5<sup>th</sup> Grade Band and 4<sup>th</sup> and 5<sup>th</sup> Grade Music Explorers Concert on

May 16, and the student luau lunch the last day of school. Principal Svobodny noted that they also honor the bus drivers on the last day of school.

High School Principal – Todd Rowekamp relayed the following: 1) This year's MCAs are almost complete and they are in the middle of science tests, and testing 7th and 8th graders for a third time in math. For math, the staff have been measuring the growth of each student between tests. From February to April, the scores increased as follows: 8th grade went from 48% to 70% of students proficient, 7th grade went from 55% to 67% proficient and 6th grade went from 62% to 69% proficient. Mr. Rowekamp gave credit to the teachers who worked with the students during prep time by pulling students out of study hall who needed extra help. In preparing for the reading test, Brooke Bernard, Brad Morgan, Jane Johnson and he worked with middle school advisories who assisted the students in setting goals; 2) Mr. Rowekamp offered a special congratulations to everyone involved with the musical. He added, "As a high school production, it was the best I've seen. The kids and parent volunteers worked very hard. It appeared the musical brought in more money than it cost, which might be a first;" 3) The last day for seniors is June 1st which is also their graduation rehearsal day. Graduation is Sun., June 3 at 1:00 pm. Members Peterson, Rieke and Pagel will assist in handing out diplomas.

Social studies teacher Alberto Vera came forward to talk about the participation of 7th and 8th grade students in a recent Model United Nations event, which is part of our Gifted & Talented program. He relayed that students spent a lot of time researching the country they had chosen, and alongside 600 other delegates from all over Minnesota, learned about politics and parliamentary procedures involved in the various facets of government. They debated with a large and diverse student body and obtained a better view of the outside world. Next year, the program will be open to all students in hopes of increasing participation. Mr. Vera showed a video presentation with photos of our students at Model UN and audio of each student describing what they liked best about or learned from the experience.

Technology for School Board – Technology Coordinator Bryan Berg introduced new Technology Coordinator Ron Merchlewitz who will start on June 1<sup>st</sup>, his wife Jessica, and sons Mason (9) and Weston (6 months).

Mr. Merchlewitz shared that he had obtained an associate degree in electronics and a bachelor degree in microcomputer specialist and then had taken an IT role in business for 12 years. The past five years he has been in IT Services Support at Winona State University. With his degrees and experience, he hoped to grow and learn with the DE technology team.

Mr. Berg advised that the administration had been discussing the purchase of new technology and thought perhaps they could also be useful tools for the Board members. The AT had discussed perhaps moving away from the use of laptops and using iPads, Droids, or tablet PCs, as well as appropriate applications for each device. He answered questions from the Board about the various devices and their capabilities.

Curriculum Director – Jane Johnson updated the Board on Gifted & Talented happenings, and provided an update on testing and curriculum.

- The Academic Triathlon did not place at state competition but had a wonderful time under the great direction of Coach Jenny Gunter.
- Thirty students attended the Young Writers Conf at Winona State University.
- The middle and high school English Department is working on mapping out their courses to the new English/Language Arts Standards that will be in place next year. The elementary teachers have studied the ELA Standards in Reading.
- The middle school/high school Social Studies teacher and she attended workshops on the newly revised Social Studies Standards and the teachers will meet this summer to further study the changes.
- This year, the online Math MCA tests were given two times to students in grades 3-8. The increase in scores from March to May were: Grade 3 from 85% to 89%, Grade 4 from 77% to 84%, Grade 5 from 75% to 85%, Grade 6 from 62% to 69%, Grade 7 from 55% to 67%, and Grade 8 from 48% to 70%.

Mr. Klaehn thanked Mrs. Johnson for doing a job in her three positions as Gifted & Talented Coordinator, Curriculum Director, and Assessment Coordinator.

## **HONOR STUDENT SCHOOL BOARD MEMBER**

Chair Ron Pagel presented Student Board Member Mattie Jo Ostrowski with a silver star paperweight for her service on the Board during 2011-12.

## **STUDENT BOARD MEMBER COMMUNICATIONS**

Student Board Member Mattie Jo Ostrowski relayed the following: 1) The students are getting “antsy” as the end of the school year nears; 2) Tue., May 15 is the Choir Concert and the Band Concert is Fri., May 18; 3) Prom went very well and there were no major concerns. The parents worked really hard on the Post Prom.

Supt. Klaehn told Mattie that it was nice for the Board to meet with the Student Council prior to the Board meeting. Member Andring thanked Miss Ostrowski for her leadership in Student Council.

## **REPORTS**

### TSP Report on Elementary Roof Findings

Jon Neubauer of TSP Architect Engineers talked about the water infiltration in the elementary east and west mezzanines. He met with Burger Masonry on site, created two openings in the masonry wall, and investigated to see if their theories were correct. They discovered that the flashing was either installed incorrectly or has failed since installation, which is allowing water to get into the masonry brick cavity.

The Board discussed proceeding to seek bids and have Mr. Neubauer develop bid specifications. Supt. Klaehn explained that the roof repair was already included in the 2012-13 Budget.

A motion was made by Member Rieke and seconded by Member Johnson to proceed to write specifications and proceed to seek bids. The motion carried unanimously.

### Early Childhood Programs

Elementary Principal Jeanne Svobodny reported on this year’s preschool programs which include Learning Readiness, Look at Me I’m Three, and Footsteps. She mentioned that they are considering offering a third class next year to accommodate the abundance of fall enrollees. Some families pay full fees, others qualify for reduced fees (30% of the regular fee), and others for free scholarships (fees absorbed by the district). Mrs. Svobodny complimented Vicki Koehler on doing a “wonderful job” of invoicing and monitoring program payments.

Principal Svobodny talked about enrollment of resident students before non-resident students, and leaving several openings should families move into the district during the summer. The Board discussed the cost of transporting the students.

Supt. Klaehn said there is a trade off in offering a third class -- it may cost the district more to offer it; however, it would pay off down the road if children receive preschool services that boost them in their future education. It was suggested that Mrs. Svobodny report back the actual costs of increasing the program.

A motion was made by Member Andring to add an additional preschool offering. The motion was seconded by Member Johnson and carried unanimously.

### First Reading of the 2012-13 Strategic Plan

With the assistance of the Administrative Team (Mr. Rowekamp, Mrs. Svobodny, Mr. Ostrowski, and Mrs. Johnson), Supt. Klaehn highlighted a few of the key initiatives of this plan that had been previously sent to the Board members for consideration. The Board will hold their second reading and possible approval of the 2012-13 Strategic Plan at their June meeting.

## **OLD BUSINESS**

### Approve the 2012-13 Preliminary Budget

Supt. Klaehn provided the revised 2012-13 Preliminary Budget and highlighted some areas and changes made since the first reading last month.

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve the 2012-2013 Preliminary Budget (Attachment A).

### Consider Bids for Football Lighting and Sealing of High School Parking Lots

Supt. Klaehn advised that two football lighting bids and four parking lot sealing bids were received and reviewed by the Board Purchasing Committee.

Member Loftus explained that one parking lot sealing bid was eliminated due to not meeting the specifications. He recommended considering accepting the bid of local vendor Rochester Asphalt even though they were not the lowest bidder.

A discussion ensued. Supt. Klaehn felt that all three vendors were professional and would do a good job. Member Andring felt that it would difficult to explain why the lowest bid was not accepted.

A motion was made by Member Andring and seconded by Member Johnson to award the bid to the lowest bidder, Expert Asphalt, Inc. out of Watertown, MN at a cost of \$18,890. A roll call vote resulted in the following voting for the motion: Rieke, Peterson, Johnson, Andring, Austinson, and Pagel. Those voting against the same: Loftus. The motion carried 6 to 1.

Mr. Loftus relayed that the football/soccer field light bids were \$107,761 from Don's Electric, Inc. and \$122,662 from Winkels Electric. Additionally, if either vendor hits rock, it would cost the district an additional \$365 a foot. Member Loftus felt that a good project was proposed, however, he personally wasn't certain he wished to spend that kind of money for four home football games per year (plus soccer games). Several other board members felt the updating was long overdue.

Member Johnson made a motion to approve the low bid of \$107,761 from Don's Electric, Inc. The motion was seconded by Member Austinson. Mr. Loftus reminded the members that this project has a 100% warranty for 25 years, and that Musco Lighting would come back in the future and totally relamp the field for \$5,000. The discussion included the fact that replacement of the football field lights would mean more light on the field using the same amount of energy.

A roll call vote on the motion resulted in the following vote in favor: Peterson, Johnson, Austinson, and Pagel. Those abstaining: Andring. Those opposing the motion: Rieke and Loftus. The motion carried 4 to 2.

Supt. Klaehn asked for a motion to determine if boring or trenching would be done during installation of the lights. It would cost approximately an additional \$4,000 to bore (rather than trench) the electrical lines.

Member Johnson made a motion to spend the additional money to bore the electrical lines. The motion was seconded by Member Austinson and carried unanimously.

Mr. Klaehn updated the Board about the Dover building roof by relaying that it needs to be repaired rather than replaced.

## **NEW BUSINESS**

### Community Education Coordinator Position

Supt. Klaehn explained that he had met with John Ostrowski and Chris Berg and determined that an hourly wage would make the position more feasible for the individual and the school district.

A motion was made by Member Rieke, seconded by Member Johnson and carried unanimously to post a 10-hour per week Community Education Coordinator position at \$14 per hour to begin July 1, 2012.

### Approve the 2012-13 Health & Safety Plan

Mr. Klaehn explained that this was the most effective health and safety plan that had been designed in recent years and that this is how the district will choose to operate and maintain safety. He recommended approval of the Plan.

A motion was made by Member Andring, seconded by Member Loftus, and carried unanimously to approve the 2012-13 Health & Safety Plan (Attachment B).

### Grant Diplomas to the Class of 2012

A motion was made by Member Rieke, seconded by Member Andring, and carried unanimously to grant diplomas to the Class of 2012 (Attachment C).

### Consent: Accept Resignations

A motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to accept the resignations of MARILYN BENSON as Spanish Instructor at the end of the school year, and JOSH OLSON as Varsity Boys' Basketball Coach.

### Consent - Approve Hires

A motion was made by Member Rieke and seconded by Member Johnson to approve hiring the following individuals: 1) RONALD MERCHLEWITZ as Technology Coordinator; 2) BRYAN CROWSON as Long-Term Grade 3 Substitute Teacher; 3) BRIAN HASLEIET as Assistant Cross Country Coach; 4) REBECCA KLEIN as 2/12 Spanish Instructor for the 2012-13 school year; 5) BENJAMIN JOSLIN as full-time Science Instructor beginning the 2012-13 school year; 6) Summer School Teachers AMANDA MECUM, GRETCHEN BRINKMAN, LINCOLN GERGEN and CHRISTINE KOBS; 7) Summer School Instructional Assistant LISA REPS.

Principal Rowekamp advised that, of the three candidates interviewed for the Science position, Mr. Benjamin Joslin rose to the top. He taught four years in Arizona where he grew up and then three years at the Studio Academy in Rochester. After developing an interest in conflict resolution, Mr. Joslin attended Hamline University of Law where he received a Juris Doctor degree. He has worked as a conflict mediator, has substitute taught in the St. Paul Schools, and now wishes to return to teaching. His references were "excellent" and stated that he was very dedicated, was willing to do anything required, and had established an excellent relationships with students. Mr. Rowekamp relayed, "Because Mr. Joslin is licensed in all four areas of high school science, we now have the best Science teachers in the best spots."

A vote on the motion to approve hires carried unanimously.

### Consent - Accept Donations

A motion was made by Member Johnson, seconded by Member Austinson, and carried unanimously to accept the following donations: 1) District – \$100 to DARE from HIAWATHA SNO-SEEKERS and elementary parking lot sweeping valued at \$300 from DOUG WIGHAM; 2) High School - \$193.27 in KWIK TRIP rebates, \$100 to the Dance state trip from DOVER FIRE, and \$500 to the Boys' Basketball Sharpshooters Club from the HIAWATHA SNO-SEEKERS, the Automotive Engineering Class received \$200 from the HIAWATHA SNO-SEEKERS, \$50 from PRESTIGE AUTO, and \$300 from PRO CORN, LLC (POET Biorefining, Preston); 3) Elementary – Student Council received \$751 from BOX TOPS FOR EDUCATION.

## **HEARING OF REPORTS**

Superintendent's Report & Communication -- Supt. Klaehn relayed the following: 1) Reminded the Board that they annually participate in the Gopher Count Parade which this year is on Thu., June 21; 2) Provided an update on the work completed by the Energy Services Group (ESG). The elementary CO<sup>2</sup> readings have decreased by 51% overall and are now in the upper level of acceptable. We do have issues regarding ongoing service and monitoring due to the turnover of employees at ESG; 3) Many school districts have a Policy Committee that sets up a review schedule and Mr. Klaehn asked the Board to consider forming one. Next month, suggested policy changes from the administration and the Minnesota School Board Association would come before the Board.

### Board of Education Committee Reports & Communication

**Loftus** – The Board Negotiations Team held their first meeting with the principal's group. The results of the Purchasing Committee's meeting were presented tonight. The Dollars for Scholars group will meet on May 26<sup>th</sup>.

**Rieke** – Phase IV training in St. Cloud was extremely interesting and was a very great presentation on different ways to get the Board active within the community. Mrs. Rieke thanked the Student Council for meeting with the Board that evening. She had heard many good comments about the musical and stated she enjoyed the presentation by Mr. Vera about the about the Model United Nations event. The following day she would be teleconferencing with other members of the Early Learning Council.

**Peterson** – The Negotiations Team had met with the principals. Mr. Peterson congratulated the seniors graduating this year.

**Johnson** – Member Johnson had the privilege of attending the National School Board Association Conference in Boston with Board Member Julie Austinson and his daughter who experienced the event from a teacher's standpoint. Several conference speakers were engaging and thought provoking. The Teacher of the Year speaker talked about the profession of teaching, and how it needs to be treated as a profession from all sides. Mr. Johnson felt that it is the Board's responsibility to create such an environment. He also attended some presentations that engaged students in science. Mr. Johnson congratulated the high school and elementary for all of the activities going on as the school year comes to a close.

**Andring** – All OSHA and Fire Marshal items have been addressed by the Health & Safety Committee and Mr. Andring thanked John Ostrowski for all of his work with that committee. Mr. Andring extended his thanks to all of the staff that presented that evening. He also thanked the school district as he now has a 5<sup>th</sup> child who has become a teacher.

**Austinson** – Member Austinson talked about the engaging presentations she attended at the National School Board Association Conference in Boston last month. She noted that very diverse student music was provided and she shared information from various vendors with products that enhance learning. Mrs. Austinson also recently attended Phase IV training through the Minnesota School Board Association and learned how the Board should engage itself with the community.

**Page** – Both the Three Rivers Conference and Hiawatha Valley League voted to restructure football into three divisions based on size. The Hiawatha Valley Education District is still working on the transition with Winona exiting the district by realigning staff.

#### **CLOSED SESSION**

AT 10:36 PM, a motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to go into closed session.

At 11:16 PM, a motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to end the closed session.

#### **ADJOURNMENT**

A motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to adjourn the meeting at 11:17 PM.

Don Andring, Clerk  
cb

# DOVER-EYOTA

Public Independent School District #533

## 2012 - 2013 REVENUE & EXPENDITURE BUDGET

PRELIMINARY

May 14, 2012

New Contracts for Teamsters, Principals, Cabinet and District Office not included

FUND	REVENUE	EXPENDITURES	NET
<b>GENERAL FUND</b>	<b>\$9,409,028</b>	<b>\$9,340,907</b>	<b>\$68,121</b>
<i>Unassigned</i>	<i>\$8,676,237</i>	<i>\$8,550,772</i>	<i>\$125,465</i>
<i>H &amp; S / Integ. / Unemp.</i>	<i>\$176,091</i>	<i>\$108,160</i>	<i>\$67,931</i>
<i>Oper. Capital / DM</i>	<i>\$381,700</i>	<i>\$374,615</i>	<i>\$7,085</i>
<i>Restricted / Assigned</i>	<i>\$175,000</i>	<i>\$307,360</i>	<i>(\$132,360)</i>
<b>FOOD SERVICE</b>	<b>\$610,000</b>	<b>\$625,000</b>	<b>(\$15,000)</b>
<b>COMMUNITY ED.</b>	<b>\$247,000</b>	<b>\$247,000</b>	<b>\$0</b>
<i>Reserved - CE</i>	<i>\$162,500</i>	<i>\$160,000</i>	<i>\$2,500</i>
<i>School Readiness</i>	<i>\$39,500</i>	<i>\$40,000</i>	<i>(\$500)</i>
<i>EC Family Ed.</i>	<i>\$41,500</i>	<i>\$43,000</i>	<i>(\$1,500)</i>
<i>Undesignated</i>	<i>\$3,500</i>	<i>\$4,000</i>	<i>(\$500)</i>
<b>DEBT SERVICE</b>	<b>\$1,400,000</b>	<b>\$1,411,837</b>	<b>(\$11,837)</b>

# Health & Safety Plan

May 2012

We are dedicated to providing a safe and healthful environment for employees, students and the public in the buildings and grounds of the Dover-Eyota Public School District, #0533.

At the Dover-Eyota Public School District, our most valuable resources are the staff within the school system. Injuries can be prevented. To achieve this objective, the District will make every effort to comply with all government regulations pertaining to health and safety issues. An effective Health & Safety Plan will be carried out throughout our school district.

The Health & Safety Program will assist administration, supervisors, and staff in controlling hazards and risks which will minimize employee injuries and damage to property.

All employees must follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees. To accomplish our health and safety goal, all administrators and supervisors are responsible and accountable for implementing this plan, and to ensure it is followed.

The Dover-Eyota Public School District is sincerely interested in employee safety. The plan of the District is to provide safe equipment, adequate tools and training, and the necessary personal protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which the Dover-Eyota Public School District provides.

Written Management Plans have been established for each of the following Health & Safety Programs, which shall be reviewed annually to comply with government agency standards. (OSHA, Minnesota State Fire Codes, EPA, State Department of Health, etc.)

Asbestos	Fire Prevention	Lead in Water and Paint
AWAIR (Employees Health & Safety Committee)	First Aid/CPR	Lockout/Tagout
Bloodborne Pathogens	Fork Lift Operations	OSHA Inspections
Community Right to Know	Hazardous Waste	Playground Safety
Compressed Gas	Hearing Conservation	Personal Protective Equipment
Confined Space	Indoor Air Quality	Propane Tank Safety
Emergency Action Plan	Integrated Pest Management	Radon Respiratory Protection
Employee Right to Know	Chemical Hygiene (Laboratory Safety Standards)	Underground and Above Ground Storage Tanks



## Dover-Eyota High School 2012 Graduating Seniors

Amber Rae Allen\*  
 McKenzie Lee Austin\*  
 Mercedes Solano Baker  
 Jacob William Barth  
 Robert Joseph Bearden\*  
 Jorgen Daniel Brandt\*  
 Tylar Beth Caldwell  
 Karli Mae Chadbourn V  
 Baily Alice Crowson  
 Brady Kurt Cummins  
 Carson Charles Curran  
 Sierra Kennedy Dittrich  
 Abbie Lynn Eckdahl  
 Taylor Kay Elliott  
 Nicole Catherine Ellringer  
 Ethan Christian Erickson  
 Jeremy David Evans  
 William Kenneth Forsman  
 Cory Allen Fortsch  
 Mark Wayne Gibson  
 Andrew John Gruhlke  
 Spencer Morgan Hackler\*  
 Alexander James Hajek\*\*  
 Bryan Erling Halverson  
 Calvin Douglas Halverson\*  
 Dayton John Halverson  
 Phillip Gordon Hammel  
 Jacob Dean Hart  
 Kylie Jean Hass  
 Zachary John Hayes  
 Emmylou Ann Hermanson  
 Heather Jessica Hewlett\*  
 Grant Allen Huizenga  
 Taylor Scott Jakobson\*\*  
 Tirzah Ashley Jones  
 Brendan Lee Knudsen  
 Garrison Paul Komaniecki\*\*  
 Chelsey Leigh Kruger V

Alyssa Louise Larson  
 Jessica Ann Leighton\*\*  
 Tyler James Mandler\*  
 John Joseph Martin  
 Joshua Donald Mitchell  
 Brooke Alicia Morath\*\*  
 Brady Cole Munroe\*  
 Allison Marie O'Hara  
 Mattie Josephine Ostrowski\*\*  
 Logan Paul Pearson  
 Michaela Michelle Peterson  
 Michele Rose Piotrowicz  
 Myra Elaine Rowe S  
 Courtney Marie Simanovski  
 Nathan Wade Simpson  
 Jonathan Edward Sorensen  
 Anthony George Staloch  
 Gage Warren Stroope  
 Brett Dallas Tamminga\*  
 Brandon Lee Turner  
 Danielle Kay Turnquist  
 Nathan Donald Vang  
 Alexander Laurence Vrieze  
 Steven Craig Vrieze  
 Renee Brittney Welch  
 Cole Alan Westergaard  
 Connor Lee Wondrasch\*\*

V – Valedictorian  
 S – Salutatorian  
 \*\* Distinguished High Honors  
 \* High Honors