

REGULAR BOARD MEETING MINUTES

Monday, November 14, 2011

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:02 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 Todd Rowekamp, Principal Jeanne Svobodny, Activities Director/Principal John Ostrowski, Business Manager Gary Betcher, Technology Coordinator Bryan Berg, Administrative Assistant Chris Berg, Technology Director Loren Kiefer, Kim Hillberg, Sarah Johnson, Bill Lisser, Brad Morgan, Brian Todd, and Alberto Vera.

The Pledge of Allegiance was recited.

Agenda

Chair Pagel advised of the following additions to the agenda:

12aa – Additional Food Service Staff

12f – Additional hire of AMY EVERSMAN as Instructional Assistant and RYAN TODD as Long-Term Social Studies Instructor Substitute.

A motion was made by Member Andring, 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 Rieke, seconded by Member Johnson, and carried unanimously to approve the October 10, 2011 Regular Board Meeting Minutes.

Regular District Bills

With Member Andring abstaining, a motion was made by Member Loftus, seconded by Member Rieke, and carried unanimously to approve the Regular District Bills totaling \$107,637.24.

Special District Bills

A motion was made by Member Johnson, seconded by Member Austinson, and carried unanimously to approve the payment of the Special District Bills totaling \$135,814.33.

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 \$3,308,479.43 and the October electronic transfers.

CABINET COMMUNICATIONS

Elementary Principal – Jeanne Svobodny shared the following: 1) The elementary has received a \$5,000 grant (written by a parent) from the Peoples Cooperative Round-Up Program which will be used to purchase i-pads for special education students; 2) Elementary Music Instructor Katie Kabes successfully organized the first Veterans' Day program. The Eyota American Legion Color Guard and several veterans attended the event where each grade level sang a song; 3) The inservice on Mon., November 7 resulted in reading consultant Nancy Gould from the metro area helping teachers become more familiar with the reading/language arts standards; 4) Preschool screening will be held in Dover this week.

High School Principal – Todd Rowekamp relayed the following: 1) Student Board Member Mattie Jo Ostrowski might not be able to attend the meeting since tonight she is also attending the first day of basketball practice, the National Honor Society banquet and a band rehearsal; 2) Band Instructor Ryan Anderson entered the band into the national Grammy in the Schools competition and Dover-Eyota was chosen as one of 125 national semifinalists (there were only two in Minnesota); 3) Eleven of our Honor class students took the CLEP exam at RCTC and ten scored at the recommended level to receive college credit.

Social Studies Instructor Brad Morgan demonstrated how he is having the students use netbooks in his classroom. He devised a Google calendar which tells students of upcoming events and Google docs are downloadable for students to obtain information about the current subject matter. Papers are submitted by students online and they are informed of the grade on line. Mr. Morgan also explained the process by which students receive instantaneous online feedback of test results.

FACS Instructor Sarah Johnson explained that she had created a blog and linked it to her student site on the school website. She talked about the use of daily quizzes, essays and tests using Moodle. Every day she updates online what the class did that day (such as an assignment and/or recipe) which is helpful to students who are absent. Online assignments allow students to not only work on the assignments at school, but also at home. Ms. Johnson showed how the online copy of the book works and said that there has been some difficulty with consistent online accessibility. Her biggest challenge with students using netbooks is to make certain everyone stays on task. She added, "Some days, use of netbooks in the classroom is not a natural fit for what we are doing and some days it is."

CUSTOMER COMPLIMENTS, CONCERNS, COMPLAINTS

Supt. Klaehn shared the Customer Compliment, Concern, Complaint forms that had been received that month.

STUDENT BOARD MEMBER COMMUNICATION

Mattie Jo Ostrowski shared the following: 1) The laptop computers continue to be a "big thing." Teachers met at the end of the quarter and have begun incorporating more assignments and activities using the NetBooks; 2) Winter sports have started and the students are excited about participating; 3) In regard to the Veterans' program on Monday, Mattie Jo relayed that it was great that the students actually got to experience it and find out how people were affected by serving our country.

OLD BUSINESS

June 30, 2011 Audit

Kim Hillberg from Larson & Allen reviewed the audit with the Board. Some highlights:

- the General Fund Balance went from \$2,086,589 in June 2010 to \$2,214,892 in June 2011
 - the Unassigned Fund Balance went from \$1,199,068 to \$1,183,300
 - the Restricted Balance went from \$89,585 to \$57,440
 - the Operating Capital Fund Balance went from \$270,261 to \$255,255
 - the Health & Safety Fund Balance went from -\$24,012 to -\$21,237
 - the Food Service Fund Balance went from \$175,119 to \$195,278
 - the Community Service Fund Balance went from \$66,998 to \$20,298
 - the Debt Service Fund Balance went from \$7,827,311 to \$7,707,068
- General Fund Revenue is obtained from these sources: 4.1% federal sources, 85.3% state sources, 7.3% local property taxes, and 3.3% other.
- The Weighted Average Daily Membership (WADMs) went from 1,283 to 1,276 per student

A complete audit report is available in the District Office.

Member Rieke thanked Ms. Hillberg for providing a "very understandable report."

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to accept the June 30, 2011 Audit.

REPORTS

Possible Athletic Conference Changes

Activities Director John Ostrowski advised that the Three Rivers Conference has had some scheduling conflicts. In this process, Cotter High School has formally applied to be included in the Conference.

Chair Pagel said that at a recent Three Rivers Conference meeting there was a lot of discussion on this subject with varied opinions being expressed. Larry Tompkins was instructed to talk to the secretaries of the HVL and southeast conferences and the south conference to inquire whether or not some schools can continue with some of their athletic programs with their current number of participants.

Supt. Klaehn sought input from the Board in regard to Cotter's request to join the Conference. Board members talked about it adding opportunities for our students, about the school district being a "good neighbor," and the fact that times are changing requiring travelling further for competitions. The Board was generally open to accepting Cotter into the Conference.

LifeTrack Services Follow-up Graduate Survey

Supt. Klaehn gave a brief presentation of the LifeTrack Services Follow-up Survey of graduates. The school district can set the questions and LifeTrack does the survey work for five years. The cost for the entire program is \$12.75 per student (about \$1,000 per graduating class). LifeTrack will also work with any graduated class planning a reunion.

Board members asked some relevant questions such as:

- could we use free programs that are available to survey graduates as they leave
- what type of feedback is being sought and how it will be used before spending money on survey services
- what percentage of students respond to such a survey two, three or four years after graduating
- members planning a class reunion can use free sources such as Facebook to find their peers

The administration will do more research.

New Legislation Relating to the School Calendar

Supt. Klaehn explained that new legislation provides new requirements for the school calendar. Most is due to shorter days of others schools.

State Instructional Minutes Requirements Comparison to Current Dover-Eyota Schedules

	New State Requirement		Dover-Eyota Current		Currently Exceed By	
	<i>Hours</i>	<i>Minutes</i>	<i>Minutes</i>	<i>Minutes</i>	<i>Minutes</i>	<i>Days</i>
Kindergarten	425	25,500	385	67,375	41,875	108.8
Grades 1-5	935	56,100	385	67,375	11,275	29.3
Grade 6	935	56,100	370	64,750	8,650	23.4
Grade 7-12	1020	61,200	370	64,750	3,550	9.6

Our school district has always set 175 as the number of attendance days for students each year. Supt. Klaehn was not recommending a change other than perhaps one to allow for more teacher inservice.

Board comments were that we wouldn't be doing our students any favors by reducing days and do we want to be "minimum?" The Board consensus was to continue with 175 student days.

NEW BUSINESS

Adopt Resolution Canvassing Returns of Votes of School District Special Election

A motion was made by Member Andring, and seconded by Member Johnson to adopt the Resolution Canvassing Returns of Votes of the School District Special Election (Attachment A). A roll call vote was taken with the following voting in favor: Loftus, Rieke, Peterson, Johnson, Pagel, Andring, and Austinson. Those voting against the same: none. The motion carried unanimously.

Additional Food Service Staff

A strain is being placed on the high school Food Service staff due to the increased time of preparing more fresh fruits, vegetables and made-from-scratch meals, as well as an increase in enrollment over the next two years. Food & Nutrition Director Carrie Frank is requesting a one-position staffing increase of 3.5 hours at the high school.

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve an additional 3.5 hours of Food Service staff at the high school.

Security Updates at Elementary and High School Buildings

Technology Director Loren Kiefer and Technology Coordinator Bryan Berg talked about the video security camera systems at both buildings and the intrusion protection system at the elementary.

There is good surveillance coverage at the high school; however, the software and servers need to be upgraded. Mr. Kiefer talked about possible upgrades at the high school.

The elementary currently has a glass breakage system and a design of seven motion sensors can be added. Mr. Kiefer recommended the installation of a new octopopit system which will require staff to set and unset the alarm system.

Supt. Klaehn advised that the current camera systems have let us down several times and felt that they needed updating.

Mr. Kiefer advised that approximate upgrade costs would be around \$26,000 and could all be running by the first of the year, weather permitting.

A motion was made by Member Johnson to proceed with upgrading the systems as recommended. The motion was seconded by Member Peterson and carried unanimously.

Request for Student Travel Outside of the District

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to grant approval for the Close Up trip to Washington, DC April 29 through May 4, 2012.

A motion was made by Member Johnson, seconded by Member Austinson and carried unanimously to make a 10% donation to the Close Up trip following Donation Policy 299.

Consent – Fundraiser Requests

A motion was made by Member Andring, seconded by Member Austinson, and carried unanimously to approve the 7th and 8th grade butterbraids fundraiser and the FFA fruit sale.

Consent - Accept Resignations

A motion was made by Member Johnson, seconded by Member Austinson, and carried unanimously to accept the resignation of CHAD OHL as C Volleyball Coach, 9th Grade Girls' Basketball Coach, and C Baseball Coach and the resignation of HOLLY THOMPSON as Instructional Assistant.

Consent – Hires

A motion was made by Member Rieke, seconded by Member Peterson, and carried unanimously to approve the following hires pending background checks: 1) RENEE STANCHFIELD as Accounting Assistant; 2) TESSA STRAIN as Instructional Assistant; 3) KRISTIE EVANS as Cook; 4) JANET LILLIE as Cook's Helper; 5) TIM MAYER as "B" Boys' Basketball Coach; 6) BEN HOUSE as 9th Grade Boys' Basketball Coach; 7) JENNIFER GUNTER as Academic Triathlon Coach; 8) CHAD OHL as 2/3-time 9th Grade Girls' Basketball Coach; 9) JAYLEEN MEYERS as 1/3-time 9th Grade Girls' Basketball Coach; 10) GARRETT DANIELS as 8th Grade Boys' Basketball Coach; 11) AMY EVERSMAN as an Instructional Assistant; 12) RYAN TODD as Long-Term Social Studies Instructor Substitute.

Consent – Accept donations

A motion was made by Member Andring, seconded by Member Rieke, and carried unanimously to accept the following donations: 1) Band -- \$3,077 from DEMA for a sousaphone; 2) High School - \$159.79 from KWIK TRIP rebates.

HEARING OF REPORTS

Superintendent's Report & Communication

Supt. Klaehn relayed the following: 1) Discussions will be held with RCTC representatives regarding Remedial Coursework as a result of recent data indicating that 70% of RCTC freshmen graduates need to take remedial courses; 2) The Crisis Team met to evaluate the district's response to the recent community tragedy. The members received a lot of positive feedback and discussed improvements that could be instituted in the future.

Mr. Klaehn commended John Ostrowski and Katie Johnson for the “exceptional” way they talked to the high school students about the tragedy. He also noted Dan Lecheler ‘s expertise in dealing with elementary students; 3) The bus driver drug testing is now being done by Olmsted Medical Group due to a recent state assessment of our process; 4) He attended a very good law conference that spotlighted technology concerns and he will be sharing this information with staff members; 4) Representatives from Dover-Eyota and Stewartville will be making a presentation at the MSBA Leadership Conference about their laptop programs. Participants will include Supt. Klaehn, Supt. Dave Thompson, Loren Kieffer and at least one Board member from each district.

Board of Education Committee Reports & Communication

Loftus – Advised that the Board would be holding a closed session regarding negotiations. Mr. Loftus noted that local foods are being purchase by Food Service. He was unable to make either of the Veterans programs at the schools but did indicate that several veterans had mentioned that both events were very good and that the elementary program was especially touching.

Rieke – She will be attending a legislative Early Learning Council meeting in December and the Calendar Committee will probably start meeting in January. Ms. Rieke thanked Brad Morgan and Sarah Johnson for providing information on the use of laptops in their classrooms. In respect to our faith community, she asked that the school district attempt to avoid activities on Wednesday evenings. She ended her report by saying “nice work” to the Crisis Team.

Peterson – Also noted that the Board would be discussing negotiations that evening and extended congratulations to the Band for their accomplishment.

Johnson – Because of the time of the event, he was able to attend a Technology Committee meeting. Mr. Johnson stated, “I am proud to be a member of the machine that we have as a district. I applaud the administration, staff and students for being quality people.” He attended the Reinvent the Government Forum and found it a good time to visit with members of government agencies.

Andring – Mr. Andring apologized for not being unable to attend the fall play. The Southeast Service Cooperative recently purchased \$1.4 million of land to expand their parking lot. Member Andring will be attending the American Education Services convention in Colorado.

Austinson – The Crisis Team will hold a follow up meeting on November 29. Mrs. Austinson will be attending a Pre-Delegate meeting on November 19 and a Delegate meeting December 2-3.

Pagel – Member Pagel advised that the Hiawatha Valley Education District continues to work on negotiations. The discussion at a recent Three Rivers Conference Governing meeting included the possibility of Cotter High School joining the conference.

CLOSED SESSION

At 10:10 PM, a motion was made by Member Austinson, seconded by Member Johnson, and carried unanimously to go into closed session.

At 11:55 PM, a motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to end the closed session.

ADJOURNMENT

A motion was made by Member Rieke, seconded by Member Austinson, and carried unanimously to adjourn the meeting at 11:56 PM.

Daniel A. Johnson, Clerk
Cb

EXTRACT OF MINUTES OF MEETING
OF THE SCHOOL BOARD
OF INDEPENDENT SCHOOL DISTRICT NO. 533
(DOVER-EYOTA)
STATE OF MINNESOTA

Pursuant to due call and notice thereof, a regular meeting of the School Board of Independent School District No. 533 (Dover-Eyota), State of Minnesota, was duly held in said school district on November 14, 2011, at 7 o'clock p.m. for the purpose, in part, of canvassing a special election.

The following members were present: *Gene Loftus, Molly Rieke, Todd Peterson, Dan Johnson, Ron Pagel, Don Andring, and Julie Austinson*
and the following were absent: *none*

Member *Andring* moved the adoption of the following resolution:

**RESOLUTION CANVASSING RETURNS
OF VOTES OF SCHOOL DISTRICT SPECIAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 533, State of Minnesota, as follows:

1. It is hereby found, determined and declared that the special election of the voters of this school district held on November 8, 2011, was in all respects duly and legally called and held.

2. As specified in the attached Abstract and Return of Votes Cast, at said election a total of 462 voters of the school district voted on the question of the renewal of the existing referendum revenue authorization of the school district for taxes payable in 2012 and thereafter (SCHOOL DISTRICT BALLOT QUESTION 1), of which 343 voted in favor, 119 voted against the same, and there were no completely blank or defective ballots. Said proposition, having received the approval of at least a majority of such votes, is hereby declared to have carried.

INDEPENDENT SCHOOL DISTRICT NO. 533
(DOVER-EYOTA)
STATE OF MINNESOTA

PRECINCT SUMMARY STATEMENT
SPECIAL ELECTION
NOVEMBER 8, 2011

COUNTY: Olmsted School District PRECINCT NO.: 533 POLLING PLACE: Dover-Eyota High School

Registration Statistics

Number of persons registered at 7:00 o'clock a.m. *1. 2443
Number of new registrants on election day *2. 14

Ballots delivered to the precinct

Ballots delivered as certified by the clerk 3. 2100
Ballot count adjustments from incident log (+/-) 4.
Number of unofficial ballots made 5. 0
Number of absentee ballots delivered 6.

Total number of ballots delivered to precinct (3+4+5+6=A) A 2100

Ballots not in the ballot box

Number of spoiled ballots *7. 0
Number of originals for which duplicates made *8. 0
Number of rejected absentees *9. 0
Number of unused ballots 10.

Total number of ballots not in the ballot box (7+8+9+10=B) B 0

Ballots cast in the ballot box

Number of signatures on roster (preregistered + EDR) *11. 446 +14 new +2 AB
Number of accepted regular, military and overseas absentee ballots *12. 0
Number of accepted federal only absentee ballots *13. 0
Number of accepted presidential only absentee ballots *14. 0

Total number of ballots in the ballot box (=persons voting) (11+12+13+14=C) C

Ballots returned to Auditor/Clerk

Ballots returned from the precinct (B + C = D) D

Difference for auditor/clerk notation on delivery record (A - D = E) E

*are entered into ERS stats

COUNTY:

PRECINCT:

POLLING PLACE:

SCHOOL DISTRICT BALLOT QUESTION 1
PROPOSITION ON RENEWING EXPIRING
REFERENDUM REVENUE AUTHORIZATION

YES	<u>343</u>
NO	<u>119</u>
Write-ins	<u>0</u>
Overvotes/Defective	<u>0</u>
Undervotes/ <i>blank</i>	<u>0</u>
TOTAL BALLOTS COUNTED FOR THIS QUESTION	<u>462</u>

(Attach Certificate of Election Judges and each judge's signed oath of office)