

# **REGULAR BOARD MEETING MINUTES**

Monday, August 8, 2011

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:10 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Dan Johnson, Gene Loftus, Ron Pagel, Molly Rieke, and Superintendent Bruce Klaehn. Absent: Todd Peterson. Also in attendance were Principal Todd Rowekamp, Activities Director/Principal John Ostrowski, Principal Jeanne Svobodny, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Tracy Ebmeyer, Brian Todd, and Carrie Upton.

The Pledge of Allegiance was recited.

## Agenda

Supt. Klaehn asked that the following items be added:

- 1) resignation of Andrea Watson as Instructional Assistant;
- 2) resignation of Dan O'Neill as Bus Driver;
- 3) hire of Benjamin House as LTS Special Education Instructor.

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

## Visitors to Address the Board

Carrie Upton came before the Board to advise that the school district has approved open enrollment of her 9<sup>th</sup> grader and 4<sup>th</sup> grader; however, enrollment of her 6<sup>th</sup> grader was denied due to that grade being over the enrollment cap. When the family recently moved to the rural Dover address, they thought they were within the school district boundaries. Mrs. Upton appealed to the Board for an exception to the enrollment cap so that all of her children could attend Dover-Eyota.

Supt. Klaehn advised the location of the address (which is within half a mile of the school district line and neighbors north, west and south are in the school district), and relayed that he had explained to Mrs. Upton that she would have to seek an appeal to the School Board. He relayed to Mrs. Upton that the Board would discuss the matter later in the evening and that he would advise her of their decision. Chair Pagel welcomed Mrs. Upton to stay for that discussion.

## Board Minutes

A motion was made by Member Johnson, seconded by Member Loftus, and carried unanimously to approve the July 11, 2011 Regular Board Meeting Minutes.

## Regular District Bills

With Member Andring abstaining, a motion was made by Member Johnson, seconded by Member Rieke, and carried unanimously to approve the Regular District Bills totaling \$107,990.25.

## Special District Bills

A motion was made by Member Loftus, seconded by Member Johnson, and carried unanimously to approve the payment of the Special District Bills totaling \$212,511.90.

## Treasurer's Report

A motion was made by Member Johnson, seconded by Member Loftus, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$960,111.99 and the July electronic transfers.

## **CABINET COMMUNICATIONS**

High School Principal – Todd Rowekamp relayed the following: 1) Teresa Brolin has given a verbal acceptance of the Choir Instructor position. She is a 2008 graduate of St. Olaf College and has been a long-term substitute since that time. Ms. Brolan "rose to the top of a very strong pool of applicants;" 2) Another high school Instructional Assistant has resigned and they now had 4 positions to fill. In a response to a question from

Member Rieke, Mr. Rowekamp advised that the high school has a total of 11 Instructional Assistants; 3) He reviewed the top 25 individual, senior class ACT scores with the Board. He explained that using only the top 25 allows the administration to have a consistent comparison year after year. This year, the scores continued to be strong relative to the state and nation.

Elementary Principal – Jeanne Svobodny shared the following: 1) Relayed that summer school Project Start has been one of the most positive summer school experiences ever. Led by Peggy Swenson and Michelle McNallan, the program is for students entering kindergarten who need a little “jumpstart” to learn the routines of school; 2) A half-time Art Instructor has been hired (Julie Schmidt) and interviews will soon be held for two special education Instructional Assistant positions; 3) Mrs. Svobodny relayed that DCD Special Education Instructor Christina Ryan was recently offered a full-time position closer to where she lives. The administrators and Board discussed how to handle the late resignation since it is a difficult position to fill and a variance may be required from the Department of Education for the replacement staff member. It was determined that, should Mrs. Ryan ultimately decide to resign from her DE position, the resignation will be accepted; 4) Funding for the interventionist positions has been approved and Mrs. Svobodny will seek a replacement for the Math Interventionist position since Lincoln Gergen was moved into a 4<sup>th</sup> grade position this year; 5) Todd Rowekamp, Jane Johnson and she attended the first Professional Learning Team training and benefited from networking with other schools; 6) Gwen Ahern, Melanie Keefe, Kimm Olson, and Mrs. Svobodny will attend the first annual Initial Teaching Alphabet conference in Winona next week. Our grant will be approved upon attendance at the conference; 7) In response to a question from the Board, Principal Svobodny advised that there are 18-20 Instructional Assistants at the elementary and that all Instructional Assistants will be invited to training this fall.

#### Customer Compliments, Concerns, Complaints

No Customer Compliment, Concern, Complaint forms had been received that month.

### **REPORTS**

#### 2011 Legislative Impact for Dover-Eyota Schools

Supt. Klaehn advised the following:

- there is an annual formula increase of \$50 per pupil unit
- the State Aid Payment Shift went from 70-30 to 60-40
- the State’s option of short-term borrowing from schools with significant fund balances was repealed
- there is an increased amount of revenue for those schools with a net student gain through open enrollment
- repealed the January 15 deadline for teacher contract settlement
- increased Career and Technical Levy if eligible expenses are incurred
- no separate community education licensure required for districts our size
- because of a change in the length of the school year, we could reduce our calendar by 10 days (we are well beyond the state requirements) – although that is not in our plan, it does give us flexibility for another inservice day
- the Literacy Incentive Aid starts in 2012-13 with the calculations based on MCA scores in grades 3 & 4
- new evaluation requirements start for principals in 2013-14 and for teachers in 2014-15

The state shut down caused a delay in calculating test scores. Because reporting of scores is part of the retreat, the Board decided to postpone the August Board Retreat until sometime in September.

### **OLD BUSINESS**

#### Resolution Relating to Renewing the Expiring Referendum Revenue

A motion was made by Member Andring and seconded by Member Johnson to adopt the Resolution Relating to Renewing the Expiring Referendum Revenue (Attachment A). A roll call vote was taken and the following voted in favor: Loftus, Rieke, Johnson, Pagel, Andring and Austinson. Those voting against the same: none. The motion carried unanimously.

### Combined Polling Place Resolution

A motion was made by Member Rieke and seconded by Member Johnson to adopt the Combined Polling Place Resolution (Attachment B). A roll call vote was taken and the following voted in favor: Loftus, Rieke, Johnson, Pagel, Andring and Austinson. Those voting against the same: none. The motion carried unanimously.

The Superintendent presented a document of questions and answers regarding the levy referendum that will be presented to the public (*Eagle*, website, mailing, etc.). The Board offered their input to improve the document and suggested public meetings be held in Dover and Eyota.

### Second Reading and Approval of New and Revised Policies

A motion was made by Member Johnson, seconded by Member Andring, and carried unanimously to approve the following new and revised policies:

- 206 – Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
- 208 – Development, Adoption, and Implementation of Policies
- 404 – Employment Background Checks (Current Policies 404 and 499 are now combined)
- 405 – Veteran’s Preference
- 406 – Public and Private Personnel Data
- 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 416 – Drug and Alcohol Testing
- 419 – Tobacco-Free Environment
- 499 – The Hiring Process
- 515 – Protection and Privacy of Pupil Records
- 526 – Hazing Prohibition
- 530 – Immunization Requirements
- 533 – Wellness
- 613 – Graduation requirements
- 618 – Assessment of Student Achievement
- 620 – Credit for Learning
- 624 – Online Learning Options
- 707 – Transportation of Public Schools Students
- 709 – Student Transportation Safety Policy
- 712 – Video Surveillance Other Than on Buses
- 906 – Community Notification of Sex Offenders

### Second Reading and Approval of the Parent, Student, Coach and Employee Handbooks

A motion was made by Member Rieke and seconded by Member Loftus to approve the following handbooks:

- EL – Student/Parent Handbook
  - Staff Handbook
  - Paraprofessional Handbook
  - Substitute Handbook
- HS – Student Handbook
  - Staff Handbook
- MS – Middle School Student Handbook
  - Athletics – Athletics & Activities
  - Food Service – Policy and Procedure Handbook

When asked about any major changes in their handbook, Assistant Principal John Ostrowski advised that the middle school staff has developed a process regarding late work that was included in their handbook. Principal Svobodny advised that elementary students will be required to wear tennis shoes to school (rather than sandals or flip flops) since changing shoes for play or gym time takes time away from teaching/learning. Board Member Julie Austinson noted that parents and community members can take high school classes at no cost and with no credits given.

A vote on the motion carried unanimously.

## **NEW BUSINESS**

### Requested Change in Dover Building Rental Agreement

Supt. Klaehn relayed that the rental agreement with the Hiawatha Valley Education District is renewed every three years. In the process of renewal, HVED asked that a statement be included allowing either party to terminate the contract with a 90-day notice before the start of a school year. The Board agreed with Supt. Klaehn to counter with a March 15<sup>th</sup> date.

### Leave of Absence Request

A motion was made by Member Rieke and seconded by Member Johnson to grant the leave of absence request from JOHN PITTENGER from October 7, 2011 through December 23, 2011.

Supt. Klaehn advised that staff members are warned that they must use their current PTO days first during a leave of absence and not banked days (which are for sick leave only).

A vote on the motion carried unanimously.

### Consent - Accept Resignations

Member Andring asked that the resignation of Reida Forsman be voted on separately.

A motion was made by Member Austinson, seconded by Member Loftus, and carried unanimously to accept the resignations of JERED SMILEY as 9<sup>th</sup> Grade Football Coach, LEAH DESSNER as Instructional Assistant, ANDREA WATSON as Instructional Assistant, and DAN O'NEILL as Bus Driver.

A motion was made by Member Andring and seconded by Member Johnson to accept the resignation of REIDA FORSMAN as Choir Director.

Member Andring stated, "Many times, Reida has thanked the Board members for the opportunity to teach at Dover-Eyota. I don't believe she is leaving lightly. We wish her the best of luck."

A vote on the motion carried unanimously.

### Consent – Hires

A motion was made by Member Johnson, seconded by Member Loftus, and carried unanimously to hire the following individuals: JULIE SCHMIDT as ½-time Elementary Art Instructor, CHAD OHL as C Volleyball Coach, CHAD NELSON and BRIAN LEHNERTZ as Assistant Wrestling Coaches, HOLLY FORTSCH as Soccer Coach, and BENJAMIN HOUSE as Long-term Substitute Special Education Instructor.

### Consent – Accept donations

A motion was made by Member Rieke and seconded by Member Andring to accept the \$241.94 in KWIK TRIP rebates, and \$844.35 from Cans for Computers.

Member Johnson said that volunteers, many of which are through the local scouting troops and include April Horne, haul the cans to the recycle center. He also extended a thank you to Kwik Trip for allowing the trailer to be located in their parking lot and noted that he was "impressed" by how much money this initiative generates.

A vote on the motion carried unanimously.

## **HEARING OF REPORTS**

### Superintendent's Report & Communication

Supt. Klaehn relayed the following: 1) Received Board support to serve on the University Center Rochester Advisory Council; 2) Provided a bus replacement update. The Board gave Supt. Klaehn further input as he again meets with Transportation Director Dustin Pagel to make a decision regarding the handicap equipped bus ; 3) Mr. Klaehn presented a Leadership Development Program certificate to Member Molly Rieke for her completion of all three Minnesota School Board Association Phase Orientation Workshops; 4) Advised that he will be attending a Minnesota Department of Education Superintendent Conference on August 9<sup>th</sup> and will be taking vacation August 15-18; 5) The Board agreed with Mr. Klaehn that bus driver negotiations will be held after the teacher contract is settled; 6) Supt. Klaehn asked the Board for a decision on the Upton family request (see Visitors' Communications).

A motion was made by Member Johnson and seconded by Member Andring to grant an exception and approve the open enrollment of the Upton 6<sup>th</sup> grade student. Board discussion included the following: some members indicating they did not want to see a family "split" in regard to school attendance;

the enrollment policy includes a clause so that parents can seek an exception to the enrollment cap; this individual will be allowed to attend in two years due to a higher cap at that grade level; we have guidelines and caps for a reason; acceptance of this student will still maintain the low end of the 24 students to a teacher ratio at this grade level.

A roll call vote on the motion resulted in the following voting in favor allowing the exception: Loftus, Johnson, Pagel, Andring, and Austinson. Voting against the same: Rieke. The motion carried 5-1

#### Board of Education Committee Reports & Communication

**Loftus** – Mr. Loftus advised that the Negotiations Team had met with the teacher representatives and the Board will discuss it further during the closed session.

**Rieke** – Ms. Rieke advised that she had attended a negotiations training session the previous day in the Twin Cities.

**Andring** – The Southeast Service Cooperative was working on their strategic plan and that the July conference was well attended. He had mentioned to the SSC that Dover-Eyota had not received a quote for a new van. Mr. Andring noted that the bike trailer located in the elementary parking lot had damage to the tires and Mr. Klaehn advised that someone had cut off the valve stems. Member Andring ended his report by noting the speed limit on County 42 will be revised to 150 feet.

**Austinson** – She is looking forward to hearing about test scores, which will be included in the Systems Accountability Report. Since we are moving toward a new middle school concept, she would like to have Assistant Principal John Ostrowski report during Cabinet Communications. Supt. Klaehn explained that, although he has Mr. Ostrowski assist in many ways, Mr. Rowekamp is the official principal of grades 6-12. Mr. Rowekamp indicated he will seek input from Mr. Ostrowski for future communications to the Board.

**Pagel** – The Hiawatha Valley Education District was in the process of assisting the Winona Public Schools in their exit of the education district. They will probably let Winona hire their own director and parlay funds over to ease that transition.

#### CLOSED SESSION

At 9:16 PM, a motion was made by Member Andring, seconded by Member Austinson, and carried unanimously to go into closed session.

A motion was made by Member Austinson, seconded by Member Johnson, and carried unanimously to end the closed session at 10:30 PM.

#### ADJOURNMENT

Motion: Time:

A motion was made by Member Andring, seconded by Member Austinson, and carried unanimously to adjourn the meeting at 10:31PM.

Daniel A. Johnson, Clerk  
Cb

**RESOLUTION RELATING TO RENEWING THE EXPIRING  
REFERENDUM REVENUE AUTHORIZATION OF THE  
SCHOOL DISTRICT AND CALLING AN ELECTION THEREON**

Attachment A

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

1. The Board hereby determines and declares that it is necessary and expedient for the school district to renew its existing referendum revenue authorization of \$126.79 per resident marginal cost pupil unit which is scheduled to expire after taxes payable in 2011. As provided by law, the ballot question must abbreviate the term "per resident marginal cost pupil unit" as "per pupil." The additional revenue will be used to finance school operations and the property tax portion thereof will require an estimated referendum tax rate of approximately 0.02664% of the referendum market value of the school district for taxes payable in 2012, the first year it is to be levied. The proposed referendum revenue authorization would be applicable for ten (10) years unless otherwise revoked or reduced as provided by law. The question on the approval of this referendum revenue authorization shall be School District Ballot Question 1 on the school district ballot at the special election held to approve said authorization.

2. The ballot question or questions shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on Tuesday, November 8, 2011, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

3. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, is hereby designated for this special election.

4. The clerk is hereby authorized and directed to cause written notice of said special election to be provided to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least fifty-three (53) days before the date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special election.

The clerk is hereby authorized and directed to cause a sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said special election and to cause two sample ballots to be posted in the combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special election to be published in the official newspaper of the school district, for two (2) consecutive weeks with the last publication being at least one (1) week before the date of the election.

The notice of election so posted and published shall state the question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is hereby authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in the combined polling place on election day.

The clerk is hereby authorized and directed to cause a notice of the election to be mailed by first class mail to each taxpayer in the school district at least fifteen (15) but no more than thirty (30) days prior to the date

of the special election. The notice shall contain the required projections and the required statement specified in Minnesota Statutes, Section 126C.17, subdivision 9, paragraph (b). The clerk is also directed to cause a copy of this notice to be submitted to the Commissioner of Education and to the county auditor of each county in which the school district is located in whole or in part at least fifteen (15) days prior to the day of the election.

The clerk is authorized and directed to acquire and distribute such election materials and to take such other actions as may be necessary for the proper conduct of this special election and generally to cooperate with election authorities conducting other elections on that date.

5. The clerk is further authorized and directed to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form and instructions as may be necessary to accommodate the use of an optical scan voting system:


# SPECIAL ELECTION BALLOT

## INDEPENDENT SCHOOL DISTRICT NO. 533 (DOVER-EYOTA)

NOVEMBER 8, 2011

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### INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s) like this 

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To vote for a question, fill in the oval next to the word "YES" for that question.  
To vote against a question, fill in the oval next to the word "NO" for that question.

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### SCHOOL DISTRICT BALLOT QUESTION 1 RENEWAL OF EXPIRING REFERENDUM REVENUE AUTHORIZATION

The board of Independent School District No. 533 (Dover-Eyota) has proposed to renew the school district's existing referendum revenue authorization of \$126.79 per pupil which is scheduled to expire. The proposed referendum revenue authorization would be applicable for ten years unless otherwise revoked or reduced as provided by law.

YES

Shall the increase in the revenue proposed by the board of Independent School District No. 533 be approved?

NO

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU  
ARE VOTING TO EXTEND AN EXISTING PROPERTY TAX  
REFERENDUM THAT IS SCHEDULED TO EXPIRE.**



Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

6. If the school district will be contracting to print the ballots for this special election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract exceeding \$1,000 is awarded for printing ballots, the printer, at the request of the election official, shall furnish, in accordance with Minnesota Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

7. The clerk is hereby authorized and directed to provide for testing of the optical scan voting system within fourteen (14) days prior to the election date. The clerk shall cause notice of the time and place of the test to be given at least two (2) days in advance of publication once in the official newspaper, by posting a notice, and by notifying the county or legislative district chair of each major political party.

8. The clerk is hereby authorized and directed to cause notice of the location of the counting center or the place where the ballots will be counted to be published in the official newspaper at least once during the week preceding the week of the election and in the newspaper of widest circulation once on the day preceding the election, or once the week preceding the election if the newspaper is a weekly.

9. As required by Minnesota Statutes, Section 203B.121, the Board hereby establishes a ballot board to process, accept and reject absentee ballots at school district elections not held in conjunction with the state primary or state general election or that are conducted by a municipality on behalf of the school district and generally to carry out the duties of a ballot board as provided by Minnesota Statutes, Section 203B.127 and other applicable laws. The ballot board must consist of a sufficient number of election judges trained in the handling of absentee ballots. The ballot board may include school district staff trained as election judges. The clerk or the clerk's designee is hereby authorized and directed to appoint the members of the ballot board. The clerk or the clerk's designee shall establish, maintain and update a roster of members appointed to and currently serving on the ballot board and shall report to the Board from time to time as to its status. Each member of the ballot board shall be paid reasonable compensation for services rendered during an election at the same rate as other election judges; provided, however, if a staff member is already being compensated for regular duties, additional compensation shall not be paid for ballot board duties performed during that staff member's duty day.

10. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the November 8, 2011 special election. The election judges shall act as clerks of election, count the ballots cast, and submit the results to the school board for canvass in the manner provided for other school district elections. The election must be canvassed between the third and the tenth day following the election.

RESOLUTION ESTABLISHING A COMBINED POLLING PLACE  
FOR CERTAIN MULTIPLE PRECINCTS AND  
DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION

Attachment B

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following polling places and combined polling places are hereby established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

<u>COMBINED POLLING PLACE:</u>	Dover-Eyota High School 615 South Ave. SW Eyota, MN 55934
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This combined polling place serves all territory in Independent School District No. 533 located in the Cities of Dover and Eyota; and Dover, Elmira, Eyota, Marion, Orion, Quincy and Viola Townships; Olmsted County, Minnesota.

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling place will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. The clerk is directed to prepare a map illustrating the boundaries of each combined precinct, to post the map of the combined precincts in the administrative offices of the school district and to file a copy of the map with the county auditor of each county in which the school district is located in whole or in part. The clerk shall also file a certified copy of this Resolution with said county auditor.