

REGULAR BOARD MEETING MINUTES

Monday, June 13, 2011

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:09 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, and Superintendent Bruce Klaehn. Absent: none. Also in attendance were Principal Todd Rowekamp, Curriculum Director Jane Johnson, Activities Director/Principal John Ostrowski, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Tracy Ebmeyer, Kelli Tubbs, and Alberto Vera.

The Pledge of Allegiance was recited.

Agenda

Supt. Klaehn asked that Item 9e – Establish Committed Fund Balances be added to the agenda.

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 May 9, 2011 Regular Board Meeting Minutes.

Regular District Bills

With Member Andring abstaining, a motion was made by Member Loftus, seconded by Member Johnson, and carried unanimously to approve the Regular District Bills totaling \$376,628.09.

Special District Bills

With Member Andring abstaining, a motion was made by Member Rieke, seconded by Member Loftus, and carried unanimously to approve the payment of the Special District Bills totaling \$138,025.62.

Treasurer's Report

A motion was made by Member Johnson, seconded by Member Andring, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$2,008,041.99 and the May electronic transfers.

CABINET COMMUNICATIONS

High School Principal – Todd Rowekamp relayed the following: 1) Congratulated Dr. Greg Olson for being named the Dover-Eyota Teacher of the Year and thanked him for his service to the district; 2) High School Principal's Secretary Sandi Millard is retiring. Mr. Rowekamp added, "I really owe Sandi a debt of gratitude. Her last 5 years were my first 5 years at DE. I will never be able to repay her for the support, patience and the things she has taught me;" 3) The 4x800 meter relay girls' track team are not only state champions but also record holders; 4) There was considerable discussion by the administration and staff about what learning management system to adopt as a district and the decision was to go with Moodle.

Strategic Plan Reporting

Curriculum Director Jane Johnson and Instructor Alberto Vera reported on the 2010-2011 Gifted and Talented Program. Additional activities initiated this year by Mr. Vera were Future Cities, Destination Imagination, The Stock Market Game, and the West Point Bridge Builder. Mrs. Johnson indicated it is a "balancing act" for students to find time to participate in the Gifted and Talented programs along with sports and other after-school activities. Mr. Vera talked about the awards and recognitions the various groups received this year during competitions. Next year, it is hoped to add History Day and Model

United Nations. The Board thanked Mr. Vera for giving extra time and effort to the Gifted and Talented Program.

Customer Compliments, Concerns, Complaints

Superintendent Klaehn shared the Customer Compliment, Concern, Complaint forms that had been received that month. Member Todd Peterson relayed a compliment he had received wherein Elementary Instructor Christina Ryan provided a student family support beyond the school day.

REPORTS

Energy Services Group

Kelli Tubbs reported on the completed energy savings project through the Energy Services Group, and the ongoing services and training they will provide.

First Reading of the Strategic Plan for 2011-12

Supt. Klaehn advised that the administration had reviewed the status of our current key initiatives to determine which will continually be addressed, revised some, and also developed additional ones for 2011-12. A more formal Strategic Plan will be presented at the Board Retreat in August.

Legislative Update / Operating Referendum Planning

Supt. Klaehn said it was hoped that the funding bill would assist the district in making a decision on an operating referendum; however, the legislators are currently at a stalemate. He advised that, if the Board wishes to hold a referendum vote this fall, they must pass a referendum resolution in August. The Board began their discussion of the level of operating referendum to seek (repeat the current \$126.79 or seek a slight increase). Supt. Klaehn will develop a plus/delta document for the Board to review and arrange for an Ehlers' representative to attend the July meeting to answer questions.

First Reading of the New and Revised Policies

Supt. Klaehn advised that many changes were updates from the Minnesota School Board Association. Policy 499 – The Hiring Process reflects the strategic plan goal of establishing the hiring process as a formal policy.

The Board held their first reading of the following 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

Establish Committed Fund Balances

Supt. Klaehn said the "Committed Fund Balance" in the new standards is what we have been calling our Designated Fund Balance. The Committee Fund Balance will include bus purchases, severance, technology, and curriculum funds. Committed Fund Balances cannot be changed once they are set without formal Board action. Assigned fund balances can be adjusted after the fiscal year begins.

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to name the following to the Committed Fund Balances: bus purchases, severance, technology, and curriculum funds.

OLD BUSINESS

Second Reading and Approval of Revised and New Policies

A motion was made by Member Rieke, seconded by Member Austinson, and carried unanimously to approve revised Policy 524 – Internet Acceptable Use and Safety and Policy 714 – Fund Balances.

Second Reading and Approval of the One-to-One Computer Handbook and Laptop Insurance Agreement

A motion was made by Member Johnson, seconded by Member Peterson and carried unanimously to approve the One-to-One Computer Handbook and Laptop Insurance Agreement.

NEW BUSINESS

Let Bakery, Dairy, Fuel, and Snow Removal Bids

A motion was made by Member Andring, seconded by Member Loftus, and carried unanimously to let bakery, dairy, fuel and snow removal bids for the 2011-12 school year. The fuel bid was amended to include seeking a locked price for a contracted number of gallons.

Sale of 1989 Ford Van

Supt. Klaehn advised that two bids were received for the purchase of the 1989 Ford van: \$125 and \$151.10.

A motion was made by Member Andring, seconded by Member Loftus, and carried unanimously to accept the bid of \$151.10 from Cheryl Gardner.

Act on Bids for Van and Telephone System

Supt. Klaehn relayed that only one van bid was received: \$23,390 from Holiday Cars in Austin for a 2011 Dodge Grand Caravan Express. One telephone system bid was received for \$52,619 from Shoretel Unified Communications Systems. Although the bid indicated shipping was extra, Technology Director Loren Kiefer indicated that should not be the case and he will discuss it with the vendor.

Purchasing Committee Member Loftus recommended accepting the van bid and advised there will be an annual fee for licensing, updates and support for the telephone system.

A motion was made by Member Loftus, seconded by Member Andring, and carried unanimously to accept the \$23,390 bid from Holiday Cars for a 2011 Dodge Grand Caravan and the \$52,619 bid from Shoretel Unified communications Systems for a telephone system.

Expand Baseball Backstop Project

A motion was made by Member Johnson, seconded by Member Austinson, and carried unanimously to expand the baseball backstop project to include landscaping changes behind the backstop from dugout to dugout.

Football Fundraiser Request

A motion was made by Member Rieke, seconded by Member Peterson, and carried unanimously to approve the Football Team's annual cookie dough sale.

Consideration of Non-Tenured Contracts Due to Unknown Status of Funding

Supt. Klaehn explained that, if the ADSIS Grant does not get approved in the legislature, the salaries of two of our interventionist would not be funded. He recommended the Board not terminate the employees;

rather, that the Board fund the positions, if necessary for the 2011-12 school year if the grant is not approved. The Board decided the district would fund the positions and, thus, no termination action was taken.

Consent – Accept Resignations

Member Don Andring asked that the resignation of Sandi Millard be voted on separately.

A motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to accept the following resignations: 1) CHRIS MATEJKA as Varsity Boys' Basketball Coach; 2) LOUANNE JENDERNY as Instructional Assistant; 3) PAMELA FROMM as Instructional Assistant; 4) TERRY SINN as Instructional Assistant; 5) PAUL JOBE as C Football Coach; 6) LINCOLN GERGEN as 8th Grade Boys' Basketball Coach.

A motion was made by Member Andring, seconded by Member Loftus and carried to accept the resignation of SANDI MILLARD as High School Principal's Secretary. Member Andring noted that Ms. Millard had been with the district for 24 years and thanked her for her service. Supt. Klaehn relayed that Sandi asked that her retirement be confidential until the staff left for the summer. He added, "We will miss her greatly. She has done a good job."

Approve Hire

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve the following hires: 1) Student Summer Custodial Workers JASON EHLENFELDT, SAMUEL ELLRINGER and KASSANDRA LEWIS; 2) Student Summer SACC Workers CASSIDY ROBERTSON, DANIELLE TURNQUIST, AMBER ALLEN, ABBY ECKDAHL, and TRISHA DIETZ; 3) Adult Summer SACC Workers MARCY ABLIN, KAREN FIESELER, and CHELSEY JORGENSON; 4) Summer School Instructors AMANDA MECUM, MARYROSE KELLER, CHRISTINE KOBS, GRETCHEN BRINKMAN, and LINCOLN GERGEN; 5) Summer School Instructional Assistants ALYSSA MACKKEY, JACKIE MACON, MELANIE KEEFE, KIMM OLSON, and STEPHANIE FRAKI; 6) JOSH OLSON as Varsity Boys' Basketball Coach; 7) LINCOLN GERGEN as 4th Grade Instructor.

Consent - Accept Donations

The Board expressed their appreciation to Brad Wick for donating a portion of his Baseball Coach salary back to the Baseball Activity Account.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to accept the following donations: 1) *Baseball Activity Account* – \$1,400 from BRAD WICK; 2) *DARE* - \$30 from BEV SHARP; 3) *Band* – Trumpet and accessories valued at \$250 from ANN HARDEN and flute with case valued at \$150 from SHARON KAUFMAN; 4) *Elementary* -- \$746.32 from PATT for planetarium transportation.

HEARING OF REPORTS

Superintendent's Report & Communication

Supt. Klaehn relayed the following: 1) Reminded the Board members wishing to participate in the Gopher Count Parade to meet at the bus shed at 9 AM on Thu., June 16 and those wishing to participate in the Eyota Days Parade to meet at the bus shed at 10:30 AM on Sat., July 17; 2) Advised the Board that, for years, the state has been approving John Ostrowski as our Community Education Director and now says that the district is not in compliance. There is also legislation "in the hopper" to change that law so that districts with student populations up to 7,000 do not need a licensed Community Education Director; 3) Mr. Klaehn met with Principal Todd Rowekamp and Counselor Tom Surprenant to discuss filling the high school office secretarial position and they are planning to reassign some duties. He also advised that the high school office will be closed in July, as it was last year; 4) The Hiawatha Valley Education District has developed an alternative school task force looking at the possibility of having only one alternative school (currently one in Kellogg and one in Dover) and including a Level 3 special education program in the same building; 5) A new concrete pad was installed on the west side of high school building for bike parking. Two bike racks have been ordered, one each from the school and City of Eyota through SHIP grants.

Board of Education Committee Reports & Communication

Loftus – Member Loftus thanked Sandi Millard for 24 years of service to the district. He found Mr. Vera’s report very interesting and added, “The programs let kids know that they can think beyond their local community.” Mr. Loftus congratulated the girls’ track relay team. In regard to the ESG report he said that Ms. Tibbs did a good job of reporting. He reminded the Board that she said they shouldn’t get swept up in the savings since they are just projected. He added, “The district has to be committed to the plan and once they set the air handler schedule, they should stick to it. I believe in what we are doing and will gain overall.” Mr. Loftus relayed that the Board Negotiations Team had an introductory meeting with the Dover-Eyota Education Association representatives and would meet again that week. In response to his question if the district recognizes the Dollars for Scholars donors, he was told that they are noted at graduation. Mr. Loftus ended his report by saying, “Congratulations on another year done. I look forward to the next one.”

Rieke – Ms. Rieke advised that the Negotiations Team will meet with the DEEA on Wednesday evening. The Community Education Committee is focusing on rebuilding the committee and looking for more participation. Member Rieke thanked Sandi Millard for her years of service. She also thanked the staff for going above and beyond, not just in the school, but also in the community. She added, “It speaks a lot of our staff that it is more than just a job to them.”

Peterson – Also relayed that the Negotiations Team will meet Wednesday evening. Mr. Peterson thanked Sandi Millard for her years of service and added, “It was very good to call in and talk to her because she knew what was going on.” Member Peterson congratulated the girls’ track team on their state record and again thanked Mrs. Christina Ryan for assisting a student family outside of the school day.

Johnson – Congratulated the graduating class and wished them the best of luck in the next stage of their lives. Mr. Johnson thanked Sandi Millard for her years of service. In regard to the track team he said, “They are a good example of the excellence in effort that kids put forth.” Member Johnson appreciated Mr. Vera’s presentation. He relayed that the future of the Dover building will be an important consideration in the future and, with the upcoming referendum, the district must look forward with a long-term view. Mr. Johnson ended his report by thanking resigning basketball coach Chris Matejka for his efforts and service to the district.

Andring – Mr. Andring thanked Sandi for a great job. In regard to the purchase of the new van, he indicated that the Southeast Service Cooperative should have submitted a bid. Member Andring relayed that the new lights are two-thirds done in the elementary and Dover buildings.

Austinson – Mrs. Austinson said it was an honor to be a part in graduation this year. She added that she had participated in many graduations and ours was a “really finely tuned machine.” She felt that Mr. Tom Surprenant did an amazing job organizing the scholarships. Member Austinson was surprised to find that elementary students have the opportunity of taking music classes free of charge in the summer – something unheard of in other districts. In regard to reorganizing the positions in the high school office, she talked about organizational memory. When a key, integral member of a system leaves, there are so many things that become second nature to that individual which are lost in the transition. Mrs. Austinson thanked Sandi Millard for her service to the district and added, “I recognize it is a big loss to the school.”

Pagel – Mr. Pagel relayed his appreciation of the fundraising report provided to the Board last week. He thanked all the staff for another positive year and said that graduation ceremonies went well. Mr. Pagel ended his report by relaying that the host mother of our foreign exchange student from Norway couldn’t speak highly enough of the opportunities the girl had while attending Dover-Eyota this year.

ADJOURNMENT

A motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to adjourn the meeting at 10:22 pm.

Daniel A. Johnson, Clerk
CB