

# REGULAR BOARD MEETING MINUTES

Monday, April 11, 2011

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:04 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 Laura Fierro. Absent: none. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Curriculum Director Jane Johnson, Activities Director/Principal John Ostrowski, Technology Coordinator Bryan Berg, Business Manager Gary Betcher, Food & Nutrition Director Carrie Frank, Administrative Assistant Chris Berg, Tamela Anding, Marilyn Benson, Jorgen Brandt, Tracy Ebmeyer, Cindy Gray, Shawn Green, Damon Hammel, Jake Krogstad, Sarah McFalls, and John Pittenger.

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 Johnson, seconded by Member Austinson, and carried unanimously to approve the March 14, 2011 Regular Board Meeting Minutes.

## Regular District Bills

A motion was made by Member Peterson, seconded by Member Loftus, and carried unanimously to approve the Regular District Bills totaling \$91,146.35.

## Special District Bills

A motion was made by Member Johnson, seconded by Member Loftus, and carried unanimously to approve the payment of the Special District Bills totaling \$456,351.11.

## Treasurer's Report

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$1,768,223.81, as well as the March electronic transfers.

## **CABINET COMMUNICATIONS**

Elementary School Principal – Jeanne Svobodny shared the following: 1) The half-day inservice on March 28<sup>th</sup> included grade level team meetings to discuss the alignment of math skills between grade levels as well as current practices used when students don't master the essential learning skills; 2) The reading night with the theme "Read Some More Books" for parents and students on March 22<sup>nd</sup> was very successful; 3) Mrs. Svobodny thanked Food & Nutrition Director Carrie Frank for her organization of the Feed the Kidz event (formerly Kids Against Hunger). This was a meaningful day for the students who felt very good about their contributions; 4) Teachers and students were working hard preparing for MCA testing which starts the following day for 3<sup>rd</sup> and 4<sup>th</sup> graders.

High School Principal – Todd Rowekamp relayed the following: 1) The high school staff are preparing for technology changes. They have received Google Application training, will be attending the Iowa One-to-One Institute, will be working with BrainHoney (the learning management system), and are providing input to the district's technology committees. Staff learning and sharing successes will be crucial during the first year of the One-to-One initiative; 2) The Band and Choir had an impressive number of entries in the Solo & Ensemble contests and received 32 superior ratings, 3 perfect scores and 1 "Best In Site." The Choir had an excellent overall rating and the Band was rated the top band at the event; 3) Both Knowledge Bowl teams finished near

the bottom in their division at the state competition. The sophomore team finished above the senior team and it will be interesting to watch them grow in the future; 4) The 5<sup>th</sup> and 6<sup>th</sup> grade Academic Triathlon team didn't place at state but did represent Dover-Eyota very well; 5) Mr. Rowekamp reminded everyone of the three spring musical performances and advised that Student Board Member Laura Fierro had one of the lead roles; 6) Prior to the Feed the Kidz packaging event, Mrs. Frank gave a presentation to the seniors about the event and the countries and communities where the food is distributed. Mr. Rowekamp found it amazing to see the seniors work on their feet for 6 to 7 hours with the elementary students. He also thanked Mr. John Pittenger and the junior class who involved the rest of the student community by sponsoring a fast. Participants paid \$2 each to fast and could purchase food at a cookout at the end of the day with all the proceeds going to the Feed the Kidz program;

r7) MCA testing will begin the following day with 9<sup>th</sup> grade writing, 10 grade reading, and 11<sup>th</sup> grade math. Teachers have taken over the preparation this year and scheduled special activities to enrich the students and build their skills. The Math Department offered four evening sessions to juniors to help them prepare for the test. Principal Rowekamp extended kudos to the staff for making a difference in the comfort level of students as they take the tests.

Food & Nutrition Director – Carrie Frank reported the following: 1) She asked her staff who were in attendance to introduce themselves and say how long they've been at DE Schools. They included Elementary Lead Cook Tamela Anding (8 years), Elementary Cook Cindy Gray (19 years), High School Cook's Helper Sarah McFalls (3 years), and High School Cook's Helper Shawn Green (first year); 2) The state, on behalf of the USDA, will review the district's April records (recipes, production records, etc.) and we will learn in what areas we need to improve; 3) The Child Reauthorization Act includes new Institute of Medicine (IOM) standards which will take effect this fall. The standards will cause difficult years within the food service industry. The DE Food & Nutrition Department has already instituted some changes to comply with them. Changes include reducing the fat and salt content in meals, at times by doing more scratch cooking, and replacing salt with seasoning and limiting starchy vegetables. So far these changes have not been popular with our students and staff. Mrs. Frank feels that gradually incorporating these standards before they are required will smooth the transition; 4) One of the department's goals this year is to increase breakfast participation. The elementary participation increased by 2% from the previous year mainly due to busing changes. High school participation was down 1.5%; 5) The Food & Nutrition staff will continue to evaluate breakfast, lunch and ala carte menus to conform to wellness food and beverage guidelines as well as the upcoming IOM standards. Bid sheets have been rewritten to include more whole grains, fruit and vegetables and less salt and fat; 6) DE is participating in a county grant called the Statewide Health Improvement Plan (SHIP). The initiative includes increasing student activity and the school nutrition environment. One example is that the elementary has changed the serving line so that students choose their fruits and vegetables first and then their main entrée (half serving if they wish) to promote consumption of the fruit and vegetables. Future plans are to plant five pear trees on school property with the assistance of Agriculture Instructor Jacob Robinson; 7) The DE Farm to School initiative started with local apples several years ago. This year from September 18-20 we showcased various local foods and introduced ground turkey to the students. Area farmers who provide us with goods were also invited to join the students for lunch so that they could learn more about from where the food comes. Mrs. Frank explained that loss of nutrients during shipping is reduced significantly by purchasing local foods; 8) The recent Feed the Kidz event resulted in 59,400 meals being packaged. Mrs. Frank thanked those who not only assembled meals, but also were involved in the set up and clean up; 9) Cindy Gray won the School Nutrition Association Heart of the Program Award for her outstanding contribution to DE nutrition. A 19-year employee, she has seen many changes and is always willing to attend classes to stay updated in the field, as well as being an uplifting and supportive staff member. Cindy relayed to the Board that she was very proud to work for Dover-Eyota Schools. She added, "I love my job and I thank Carrie for nominating me for this honor." Mrs. Frank relayed that only one person in the state can receive the award each year; 10) As part of SHIP, our food service program was recently reviewed by consultants from California who were very complimentary about our program and stated, "I have to tell you that the beautiful, healthy school lunches I saw while visiting your school was probably the best I've seen in all my school lunch assessments around the country (and I've been to A LOT of schools!);" 11) The Minnesota Department of Health was awarded a two-year \$2.3 million grant from the US Centers for Disease Control and Prevention. The purpose of the grant is to identify cost savings in healthier foods and provide tools and training to plan kid-tested menus that meet new nutrition recommendations. Dover-Eyota was asked to be one of the ten school nutrition directors offering weekly advice via a "virtual" working group. Minnesota was the only state receiving a Great Trays grant and our meal program was filmed and staff interviewed for a DVD that will provide creative learning tools and resources to use in incorporating the IOM Standards. Superintendent

Klaehn added that the interviewers were very impressed with our program and that this DVD may very well end up on President Obama's desk. Mrs. Frank gave credit to her staff for being willing to make changes and being so dedicated to the students of Dover-Eyota; 12) In addition to the new nutrition requirements, the US Department of Agriculture (USDA) has issued requirements for minimum prices that must be charged for paid school lunches. There will be a mandated minimum charge for meals effective July 1 which will mean a mandatory increase in our lunch prices.

#### Customer Compliments, Concerns, Complaints

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

#### **STUDENT BOARD MEMBER COMMUNICATIONS**

Student Board Member Laura Fierro shared the following high school news: 1) The Choir is making selections for their pop concert and plan to perform the James Bond theme song and the spring Band Concert will include "Under the Sea;" 2) The choreography in the spring *West Side Story* is "awesome." A fight instructor taught the male performers how to do a "controlled" fight. It is only 2-1/2 weeks until performances begin; 3) Peer Helpers served as role models for 6<sup>th</sup> graders and helped at the DARE program. In preparation for Prom, the group will again hold their driver safety and seat belt checks; 4) The Student Council has scheduled another blood drive and an end-of-the-year retreat; 5) The seniors have a lot of good stories to share from the Feed the Kidz packaging event; 6) The seniors are enjoying open campus; 7) Laura provided a sports update saying that Softball was 0 and 2, Baseball was 0 and 2, and the Track teams were doing well; 7) In regard to preparation for MCA testing, she heard a lot of good things about the math study group. Besides encouraging juniors to attend, the teachers were also making the sessions fun.

#### **REPORTS**

##### Student Trip to Washington, DC

Advisor John Pittenger and students Jorgen Brandt and Jake Krogstad reported on their trip to Washington, DC March 25-30, 2011. Mr. Pittenger advised that, with donations from the School Board and Dover Fire Department, \$745 was the most any student paid for the 5-night trip.

Jorgen talked about the group's hike and visit to historical sites in Harpers Ferry, Virginia, as well as seeing the Manassas Battlefield, George Washington's house in Mt. Vernon, the Jefferson Memorial, and the Vietnam War Memorial.

Jake relayed that the group had visited the Smithsonian Art Museum, toured the Capitol, attended a meeting of legislators, visited the Supreme Court, and met with Congressman Tim Walz.

Jorgen thanked the School Board for supporting their trip and said, "It is great that we have the opportunity to go that far away and see government in action and visit historical sites."

Supt. Klaehn thanked Mr. Pittenger for his organization of the Washington, DC trip and for his leadership of student activities that accompanied the Feed the Kidz event.

#### **OLD BUSINESS**

##### Approve 2011-12 Final Calendar and 2012-13 Tentative Calendar

Supt. Klaehn said that public meetings regarding the Flexible Learning Year opportunity brought out the fact that the community supports additional inservices for staff including collaborating with teachers from other school districts. The 2011-12 calendar is not ready for final approval since the administrators recently determined that our district should participate in the SE Minnesota Learner Achievement Consortium because it fits with our Professional Learning Communities (PLCs) program. This will mean a Common Inservice Day be set for October 24 and the entire calendar must be reviewed by the Calendar Committee to make up the lost student contact day. Mr. Klaehn also advised that additional late starts/early outs were incorporated into the calendar to provide for inservices in support of the One-to-One initiative at the high school, PLCs at the elementary, and consorting opportunities with area schools.

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve participation in the Southeast Minnesota Learner Achievement Consortium.

The Board will take action on all of the calendars at their May 9<sup>th</sup> meeting.

2011-12 Budget Update – Approve Staffing Adjustments and Long-Range Capital Expenditures for 2011-12

Supt. Klaehn made the Board aware of net budget changes. He explained that a revenue source had changed that increases our special education revenue, that the high school will need increased staff of .5 FTE over four subject areas, and that there may be a need for an additional .125 FTE special education instructor.

A motion was made by Member Andring seconded by Member Johnson, and carried unanimously to Approve Staffing Adjustments for 2011-12.

Supt. Klaehn presented the revised long-range capital expenditures list including items to be completed during the 2011-12 school year. Those items include replacement of the district telephone system, repair/maintenance of high school roofs, replacement of locks/handles/trim of high school doors, additional auditorium lighting, replacement of the high school clock/bell system, the One-to-One laptop initiative, replacement/remodeling of the baseball backstop, replacement of a van, and purchase of textbooks/equipment to upgrade Career Technology and Science.

Technology Coordinator Bryan Berg gave an update of happenings in his department. He advised that the Technology Committee has been reviewing the Internet Acceptable Use Policy and will be developing a laptop policy. The Committee is also looking at training strategies for the One-to-One initiative and a group of staff will attend a One-to-One conference in Iowa, as well as visit a school that has instituted the process. Some Net Book laptops were ordered and are successfully being used on an experimental basis by staff and students.

Supt. Klaehn indicated that we are asking our staff to change the way they instruct their students. He added, "I am proud of our staff...they are open and willing to move forward."

Member Johnson made a motion to move forward with the One-to-One initiative. The motion was seconded by Member Peterson.

Supt. Klaehn explained that \$75,000 to \$80,000 will be spent to purchase NetBooks for tenth through twelfth grades to be utilized over the next 4 years. He advised the Board that additional technology support might be needed at some point in the future. The discussion included how to handle damage done to computers.

The motion was approved by unanimous vote.

A motion was made by Member Johnson, seconded by Member Austinson, and carried unanimously to approve the Long-Range Capital Expenditures for 2011-12 (Attachment A).

Approve Possible Replacement of Gym Lights under Health & Safety Funding Source

Supt. Klaehn relayed that the state has approved this expense and the next step requires Board approval.

Member Andring said that rebate programs will cease in upcoming years. He provided projected energy cost savings and advantages of replacing lights in the gyms. An extensive discussion followed.

With Member Andring abstaining, a motion was made by Member Rieke, seconded by Member Austinson, and carried unanimously to approve let bids on replacing gym lights in all three buildings.

**NEW BUSINESS**

Approve 2011-14 Integration Plan

Supt. Klaehn introduced part-time Spanish Instructor Marilyn Benson who has been designated the coordinator of our district's Integration Plan.

Mrs. Benson relayed that our district adopted three goals:

- Students, staff, and parents will develop an awareness, understanding, appreciation and acceptance of differences of people and culture as measured by perception data.
- Provide an integrated learning environment for ALL students, staff and parents to close the opportunity gap as measured by achievement data.
- Support an integrated learning environment through developing collaborative district and community partnerships as measured by participation and perception data.

Many of the items listed in the plan are activities that our district has been doing (respect retreat, kindness retreats, etc.) that will now be expanded because integration funds will be sought. Mrs. Benson

called upon the principals to help her explain the various processes that will be used in the Action Plan for Improvement to address cultural differences and offer more integration possibilities to our students.

Supt. Klaehn added that of the \$50,313 budget, 30% will be levied and 70% will come from state aid. He thanked Mrs. Benson for accepting the Integration Coordinator role and Curriculum Director Jane Johnson for assisting with developing the plan.

A motion was made by Member Johnson, seconded by Member Austinson, and carried unanimously to approve the 2011-14 Integration Plan and Budget.

#### Approve 2010-11 Auditing Contract with Larson, Allen, Weishair & Co.

A motion was made by Member Rieke, seconded by Member Loftus, and carried unanimously to approve the 2010-11 auditing contract with Larson, Allen, Weishair & Co.

#### Final Billing for Driveway Easements in Dover-Eyota Schools

Supt. Klaehn provided a brief history of the need for easements for adjoining Dover landowners. Chair Pagel relayed that the original agreement indicated that the cost to obtain driveway easements would be shared by the landowners.

A motion was made by Member Andring, seconded by Member Loftus, and carried unanimously to charge \$250 per landowner for the development of driveway easements in Dover.

#### Thank You to the Eyota Ambulance for First Aid and CPR Training

Supt. Klaehn relayed that the Eyota Volunteer Ambulance had provided first aid and CPR training free of charge to our staff and asked if the Board wished to send them a monetary donation.

A motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to donate \$500 to the Eyota Volunteer Ambulance Service and send a letter of appreciation.

#### Consent - Approve Hires

A motion was made by Member Rieke, seconded by Member Loftus, and carried unanimously to approve the following hires: 1) CHERYL GARDNER as Groundskeeper/Bus Driver; 2) TIMOTHY HANSON as Bus Driver.

#### Consent - Accept Donations

A motion was made by Member Johnson, seconded by Member Austinson, and carried unanimously to accept the following donations: 1) Close Up – \$275 from DOVER FIRE RELIEF ASSN. for the student trip to Washington, DC; 2) DARE Program -- \$100 from EASTWOOD BANK and \$500 from DOVER FIRE RELIEF ASSN.; 3) Baseball Activity Account – \$1,541 from BRAD WICK.

### **HEARING OF REPORTS**

#### Superintendent's Report & Communication

Supt. Klaehn relayed the following: 1) Updated the Board on the Dover School firearm incident involving a bee bee pistol gun brought to Valley View Learning Center by a student to shoot at birds; 2) Advised that Lawyer Joe Flynn of Knutson, Flynn & Deans had passed away; 3) Talked about our sex offender notification policy and the Board decided it should be reviewed at their May meeting.

#### Board of Education Committee Reports & Communication

**Loftus** – Mr. Loftus congratulated the Band, Choir, Math League and Knowledge Bowl on their accomplishments. He added, "It is outstanding that DE is in the game all of the time and to have two groups going to state this year is great." He gave Mrs. Carrie Frank a lot of credit for her contributions to the district including her work with the Food for Kidz packaging event. He added, "The first time she presented to the Board you could see her commitment for the school lunch program and it is coming through more and more every year. She is a leader in all of Minnesota on this lunch program. I can't help but feel people in her kitchen feel lucky to have her as their leader. What a group!" Member Loftus congratulated Cindy Gray on receiving the School Nutrition Association Heart of the Program Award. In regard to the compliment to the 5<sup>th</sup> grade basketball coaches he said, "You don't often see parents complimenting coaches about how they played all the kids and got them all involved." He also thanked the Eyota Volunteer Ambulance for the donation of their time to train our staff. Member Loftus ended his report by indicating he was unable to attend a Dollars for Scholars meeting and a Wellness Committee meeting.

**Rieke** – She had attended the Minnesota School Board Association Phase III training in St. Cloud and found it very informative. Regarding the 5<sup>th</sup> grade basketball coaches she said, “They did not have a coach at beginning of year and parents stepped up showing their positive and true commitment to the school and students.” Ms. Rieke congratulated the Knowledge Bowl, Band, Choir, Food for Kidz event, and Cindy Gray. In regard to the filming of our food service for training purposes she said, “To receive some form of national recognition is amazing for a small district!” Member Rieke advised that the student trips to Washington, DC are filled with experience and educational value. She thanked the Eyota Volunteer Ambulance and advised that a Community Education Committee meeting needs to be scheduled. She ended her report by thanking the math teachers who spent their own time assisting students in preparation for the MCA tests.

**Peterson** – Member Peterson congratulated the Band, Choir and Knowledge Bowl on outstanding performances. He also congratulated Cindy Gray on the award she received and hoped that she continued on to the regional and even national level. Mr. Peterson ended his report by wishing success to the students taking the MCA tests.

**Johnson** – Also congratulated the Band, Choir and Knowledge Bowl. In regard to the Feed the Kidz event he said it was a wonderful way to engage older and younger students. Mr. Johnson was impressed with Mrs. Marilyn Benson’s presentation and was excited that the district has some framework from which to work to help grow better citizens. Member Johnson was “floored” by the presentation by Mrs. Frank and her staff and added, “You need to watch their online presentation on the website. It is nicely done and makes you proud of our district.” If he is unable to attend Technology Committee meetings he follows what they are doing on Google Docs and is excited about the direction technology is taking in the school district. Mr. Johnson ended his report by saying, “Thanks for everything you do to make the district work.”

**Andring** – Mr. Andring mentioned the behind-the-scenes people like Band Director Ryan Anderson who is running an exceptional program. He complimented Mr. John Pittenger on his willingness to take students to Washington, DC and added that Mrs. Frank has done a fabulous job with the Feed the Kidz program. Member Andring advised that upcoming meetings he will attend include the Health & Safety Committee and Southeast Minnesota Service Cooperative. He concluded his report by mentioning the alcohol and drug abuse prevention grant received by the district and St. Charles Schools: “What a fabulous opportunity. Thank you to all of the individuals involved in writing the grant. This will provide proactive rather than reactive activities.”

**Austinson** – Her son has been telling her about school activities and said that he enjoyed the various roles and working with the “big kids” during the Feed the Kidz event as well as sampling the food. Mrs. Austinson added, “It is amazing how these kids are sponges and in conversations that come from that activity show that they ‘get it.’” The tour of the high school that evening was very meaningful for her since her son will be in 6<sup>th</sup> grade this fall. She ended her report by stating, “I am proud to be in this district. The teachers, staff and kids are great.”

**Pagel** – Mr. Pagel congratulated all of the groups and individuals and said that a lot of positive things were going on in the district. Advised that the Dover-Eyota Education Association had presented him with a notice to negotiate a new contract.

## **ADJOURNMENT**

A motion was made by Member Johnson, seconded by Member Peterson, and carried unanimously to adjourn the meeting at 11:24 PM.

Daniel A. Johnson, Clerk  
Cb

# LONG RANGE CAPITAL EXPENDITURE CONSIDERATIONS

April 2011

| DESCRIPTION   |                    | FULL<br>ESTIMATE   | PROPOSED<br>2011-12 |
|---|--------------------|--------------------|---------------------|
| <b>DISTRICT WIDE</b>  |                    |                    |                     |
| Full Replacement of district-wide telephone system              | Designated - CP    | \$55,000           | \$55,000            |
| Possible repair/maintenance of roofs                            | Def. Maint         | \$50,000           | \$16,000            |
| Copy Machine Replacement  |                    | \$12,500           |                     |
| <b>ELEMENTARY BUILDING</b>                                      |                    |                    |                     |
| Playground landscaping / windbreak                              |                    | \$10,000           |                     |
| <b>HIGH SCHOOL BUILDING</b>                                     |                    |                    |                     |
| Ceiling Upgrades in Classrooms                                  |                    | ?                  |                     |
| Replace All 1960 Lockers  |                    | \$50,000           |                     |
| Replace all locks and handles of 1960 doors, trim for new doors | Def. Maint.        | \$13,500           | \$13,500            |
| New Carpet/Tile in 8 upstairs classrooms                        |                    | \$45,000           |                     |
| Add'l folding chairs and staging                                |                    | \$20,000           |                     |
| Additional Auditorium Lighting                                  | Operating Capital  | \$6,000            | \$6,000             |
| Replace clock and bell system                                   | Def. Maint.        | \$15,000           | \$15,000            |
| <b>TECHNOLOGY</b>   |                    |                    |                     |
| One-to-One laptops for grades 10-12                             | Operating Capital  | \$20,000           | \$20,000            |
| <b>ATHLETICS</b>  |                    |                    |                     |
| Replace & Remodel Baseball Backstop                             | Def. Maint.        | \$6,400            | \$6,400             |
| Football Field Lights   |                    | \$100,000          |                     |
| New Track   |                    | \$250,000          |                     |
| <b>GROUNDS / TRANSPORTATION</b>                                 |                    |                    |                     |
| Line-Painting Machine   |                    | \$5,000            |                     |
| Video system for busses   |                    | \$14,000           |                     |
| Replace three busses  |                    | \$280,000          |                     |
| Replace 1 van   | Desig - Bus Purch  | \$24,000           | \$24,000            |
| Replace sander/plow truck                                       |                    | \$30,000           |                     |
| <b>CURRICULUM</b>   |                    |                    |                     |
| Purchase texts / equipment to upgrade Career Tech & Science     | Desig - Curriculum | \$75,000           | \$25,000            |
| <b>GRAND TOTAL of REMAINING CONSIDERATIONS</b>                  |                    | <b>\$1,081,400</b> |                     |
| <b>Sub-Total of Highlighted Items for 2011-12</b>               |                    |                    | <b>\$180,900</b>    |