

REGULAR BOARD MEETING MINUTES

Monday, March 14, 2011

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:07 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, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Custodial Directors Gary Franzen and Wayne Ellringer, Ryan Anderson, Hans Dubbels, Mark Gibson, Susan Keller-Schaefer, Betsy Knoche, Sonny Komaniecki, Sharon Michelfelder, and John Pittenger.

The Pledge of Allegiance was recited.

Agenda

A motion was made by Member Andring, seconded by Member Rieke, 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 Rieke, seconded by Member Johnson, and carried unanimously to approve the February 14, 2011 Regular Board Meeting Minutes.

Regular District Bills

With Member Andring abstaining, a motion was made by Member Loftus, seconded by Member Peterson, and carried unanimously to approve the Regular District Bills totaling \$77,691.18.

Special District Bills

With Member Andring abstaining, a motion was made by Member Loftus, seconded by Member Austinson, and carried unanimously to approve the payment of the Special District Bills totaling \$221,102.25.

Treasurer's Report

A motion was made by Member Rieke, seconded by Member Loftus, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$2,023,193.68, as well as the February electronic transfers.

CABINET COMMUNICATIONS

High School Principal – Todd Rowekamp relayed the following: 1) He shared a document provided to his staff that updated them on the progress of several technology initiatives including One-to-One, training and practice with Netbooks, Brain Honey and ongoing technology planning; 2) An Academic Triathlon 5th/6th grade team placed 1st out of 14 teams and a 7th/8th grade placed 2nd at the Winona competition on March 14; 3) He publicly complimented the high school students and added, "We are lucky to have such great students and it was shown tonight at the Student Council meeting with the Board. The teachers and I have seen great interaction and engagement by the students. I have never encountered a student body as admiral as we have at DE."

Elementary School Principal – Jeanne Svobodny shared the following: 1) Elementary students really enjoyed the February I Love to Read Month. Activities included students making book covers, decorating the hallways, and creating poems, as well as mystery readers. The week culminated with a green eggs and ham activity and a visit from the Cat in the Hat. Mrs. Svobodny extended her thanks to Mrs. Magnuson and Mrs. Brinkman for organizing the activities; 2) The special education teachers have been working hard as they are in a file review process. Both high school and elementary special education teachers attended training on correctly completing paperwork so that they are in 100% compliance; 3) Kindergarten registration was handled differently this year in that only parents attended the evening activity. A slideshow was shown of a typical day for a kindergarten student to lessen the anxiety of first-time parents. Carrie Frank presented Food Service expectations and

requirements, Nurse Nancy Horning provided information on immunizations and what transpires when a child is sick at school, and the group toured the building; 4) The elementary students voted for new playground equipment – a gyro which swings. Mrs. Svobodny expressed her appreciation to the Parents and Teachers Together Association (PATT) for donating \$5,000 to this project; 5) She shared an award the elementary had received from the Minnesota Center for Reading Research. DE was 1 of 62 elementary schools in the state who received the award for steady increase of reading scores based on the MCAs.

Strategic Plan Reporting: Custodians –

Curriculum Director Jane Johnson joined Custodial Directors Gary Franzen and Wayne Ellringer as they reported on their Strategic Plan. Items noted:

- continued communication with District Office to have all activities shown on the schedule
- checklists are continually used to monitor building cleaning needs
- worked with custodial staff to improve relationships and communications
- adjusted staffing and schedule to meet building needs
- managed maintenance and supply budgets while improving efforts to “Go Green”

Parent Survey

Curriculum Director Jane Johnson provided a brief summary of the Parent Survey and the process used to obtain the results.

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 winter sports season is complete: Boys' Basketball ended 5 and 22, Girls' Basketball 14 and 12, and Wrestling 7 and 12 with Jake Krogstad placing 5th at state and gaining his 100th win. Track and Softball practice has begun and Baseball and Golf begins next week; 2) The Math League team competes at state today and Knowledge Bowl competes tomorrow; 3) The difficult part of the musical set has been built and the cast is ready to practice the musical parts; 4) Choir and Band students will compete in large group contest in Stewartville and then solo ensembles competition on April 5th; 5) Page Masters will be attending their annual Timberwolves game on March 20. They have 233 members (28 of which are staff, parents and adults) who have read 1,719 books and over 471,000 pages; 6) It was an “awesome” turnout for the Snoball Dance. Snow days caused some change in plans but all of the weeklong activities went well and the Student Council received good feedback. The Student Council plans to work with the elementary on the Pennies for Patients program; 8) The following day, Peer Helpers will be presenting the Signs of Suicide (SOS) program to 8th grade health classes. The group continues their visits with elementary students on an individual and group basis in an effort to be positive role models. The following week they will do kindness exercises with kindergarten and 3rd grade students.

REPORTS

Operating Referendum Report from Ehlers

Chair Pagel explained that the school district's excess levy was due for renewal this fall. (Dover-Eyota's current levy is \$127 per student.) Betsy Knoche of Ehlers and Associates shared information about referendum revenue. Supt. Klaehn relayed that this is the first step in determining the amount of operating referendum to seek from the taxpayers this fall.

OLD BUSINESS

Final Approval of Student Trip to Spain

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to grant final approval of the student trip to Spain April 17-25, 2011.

Final Approval of Student Trip to Washington, DC. and Donation Request

Advisor John Pittenger and students Hans Dubbels, Mark Gibson and Sonny Komaniecki formally asked the Board's approval for their trip to Washington, DC and sought a 10% donation.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to grant final approval of the student trip to Washington, DC March 25-30, 2011 and make a 10% donation.

Final Approval of Band Trip to New York City

Advisor Ryan Anderson briefly explained the itinerary and highlights of the trip.

A motion was made by Member Peterson, seconded by Member Johnson, and carried unanimously to grant final approval of the Band Trip to New York City June 21-27, 2011.

Final Determination Regarding the Flexible Learning Year

A motion was made by Member Rieke to move forward with the flexible learning year for the 2011-2012 school year. The motion was seconded by Member Austinson.

The Board discussion included the following points:

- both sides have valid arguments, including scheduling conflicts
- as we grant students flexibility for vacations other times in the year, we can do the same the first year of the flexible schedule
- does the flexible year bring something to our district or does it take something away?
- although the start and end dates are relatively the same each year, the dates within our school calendars change each year and people make accommodations
- many students are back by the middle of August for sports
- in regard to staff development and student achievement, there is greater chance of positive things being brought to our district than detriments
- concern was expressed about approving the Flexible Learning Year at this time and the legislature passing a law forcing us to go back to an after-Labor Day start after 3 years or sooner
- a tremendous potential of improvement may be shown in 3 years and possibly change the mind of the legislature
- concerns were expressed about waiting a year
- change is difficult at any time
- teachers have said that additional time before tests will be beneficial
- some in the community do not feel they have had enough prep time to go to a flexible calendar
- the Board need to send the message that it listens to its public
- there was some public resistance to the flexible calendar
- the Board was in agreement that the flexible learning year would bring a lot of positives
- waiting a year will give us a full year of data from the Southwest group
- the community is very interested in the staff development portion of the Flexible Learning Year

Member Rieke withdrew her motion and Member Austinson seconded the withdrawal.

Member Rieke moved to declare that while the School Board agrees with the principles and concept of the Flexible Learning Year, Dover-Eyota Schools will not participate in the 2011-12 plan but will entertain discussion and review of the plan for the 2012-13 calendar year. The motion was seconded by Member Loftus and carried unanimously.

Second Reading and Approval of the 2011-2012 Calendar

Supt. Klaehn recommended that the calendar approval be tabled for one month to allow the administration to study the possibility of a late start or early out every month for staff development opportunities, to develop a proposed 2012-2013 calendar, and to further consider conference dates and times.

A motion was made by Member Andring, seconded by Member Austinson and carried unanimously to table the calendar approval for one month.

Second Reading and Approval of the 2011-2012 Budget Assumptions

Supt. Klaehn advised of modifications to the assumptions and indicated that the Board could adjust these Budget Assumptions in the future as needed.

A motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to approve the 2011-2012 Budget Assumptions (Attachment A).

Supt. Klaehn provided the Preliminary 2011-2012 Budget which did not include contracts with the teachers and bus drivers. He also brought forward proposed long-range capital expenditures for 2011-2012.

Supt. Klaehn felt that the Board did not need to adopt these items at this time and the Board agreed.

NEW BUSINESS

Fundraiser Request from the Dover-Eyota Music Association

Band Instructor Ryan Anderson advised that the Dover-Eyota Music Association (DEMA) had been in existence for around 2.5 years. This coming year was a sponsorship year wherein area businesses will be highlighted in concert programs for a fee. To expand this sponsorship, Mr. Anderson brought forward the concept of DEMA producing a school calendar to include paid advertising. This would replace the current Community Education calendar.

A motion was made by Member Loftus, seconded by Member Peterson, and carried unanimously for the school district to pay half of the printing costs of this new calendar with the understanding that grayscale would be used to mark important calendar dates.

Request from the Class of 2011 for Noon Open Campus

A motion was made by Member Rieke, seconded by Member Austinson, and carried unanimously to grant noon fourth quarter open campus to the Class of 2011.

Request from the Class of 2011 for their Senior Night Out

A motion was made by Member Rieke, seconded by Member Austinson, and carried unanimously to approve the Senior Night Out on Fri., May 20, 2011.

Accept Resignation

A motion was made by Member Johnson, seconded by Member Loftus, and carried unanimously to accept the resignation of ZANE MERRILL as Transportation/Grounds Assistant.

Consent - Approve Hires

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to approve the following hires: 1) BROOKE BERNARD as Varsity Volleyball Coach; 2) SHANNON MATEJKA as Long-Term Substitute Teacher.

Consent - Accept Donations

A motion was made by Member Andring, seconded by Member Rieke, and carried unanimously to accept the following donations: 1) High School – the Band Dept. received a Pearl Beginner percussion kit valued at \$200 from JAMES PYFFEROEN and a used clarinet and books valued at \$200 from JUDY & CLYDE SOGLA; 2) DARE Program -- \$100 from the EYOTA AMERICAN LEGION, \$25 from CHATFIELD LUMBER, and \$25 from DOUG PETERSON CONSTRUCTION.

HEARING OF REPORTS

Superintendent's Report & Communication

Supt. Klaehn relayed the following: 1) He had attended the American Association of School Administrators conference which provided technology information and sessions on new initiatives and 21st century skills. One speaker was Darrell Scott, the founder of Rachel's Challenge; 2) In regard to One-to-One, the administration is preparing the staff for fall implementation of this initiative, including hands-on training, and sending a team to a conference and school visit in Iowa. The high school Technology Committee is working on policies regarding student use of and responsibility for the laptops. Mr. Klaehn complimented the high school staff on asking questions and recognizing that this is another good opportunity to bring technology into the classroom; 3) A Joint Legislative Conference is scheduled for March 24th and he asked the members to advise if they wished to attend.

Board of Education Committee Reports & Communication

Loftus – Mr. Loftus extended his congratulations to the Math League, Knowledge Bowl and Academic Triathlon teams. He also said “good job” to Jake Krogstad. In regard to the Page Masters Club he said, “What a step they made – that is a lot of books and pages. It’s a great program.” Member Loftus ended his report by thanking PATT for the incredible amount of money and effort they put back into the school system.

Rieke – She will be attending a Community Education meeting and the Calendar Committee will need to meet to formulate a 2012-13 FLY calendar. Ms. Rieke thanked PATT for their contributions and said that the Page Masters was an “incredible group.” She said that the kids work hard in the Academic Triathlon program, which is “fantastic.” Member Rieke thanked the high school Student Council for meeting with the Board that evening and added, “They raised good questions which reminded me that they are in a very technological age.”

Peterson – Member Peterson congratulated Jake Krogstad on his 5th place wrestling award at state competition and the academic teams on their performance and competing at state. Mr. Peterson relayed that, because an elementary custodian had reported that a vehicle was parked in the woods, the stolen vehicle was quickly returned to its owner. He had also seen a presentation on Rachel’s Challenge and was very supportive of the school joining Friends of Rachel which would provide a chain of kindness reaching from high school to the elementary and beyond.

Johnson – A lot of interesting things were discussed at a recent Technology Committee meeting. Mr. Johnson felt that the key for success of the One-to-One initiative will be providing support to the staff. In regard to the meeting with the Student Council that evening he said, “It was refreshing to meet with them. They are a very impressive group of kids.”

Andring – Thanked Custodial Directors Gary Franzen and Wayne Ellringer for a “job well done.” Advised Supt. Klaehn that the emergency notification system was sending out duplicate messages. Mr. Andring thanked the Student Council for meeting with the Board and added, “Laura provides great leadership. There are some good leaders in that group.” In regard to the Flexible Learning Year he said, “FLY has huge potential for our district and I regret that we are not joining right away. We have always been an aggressive district and I hope we can move forward with it next fall.” About the One-to-One computer initiative, Member Andring said, “I hope we can keep up with them (students).” He ended his report by relaying his hope that the district could make use of the many training sessions offered by the Southeast Service Cooperative.

Austinson – Mrs. Austinson thanked the staff for their contributions, including those outside of the regular school day. “Teachers find unique ways to help their organizations and yet tie the activities to the community.” Member Austinson expressed her appreciation to the Board for their conversations that evening and their ability to be professionals and respect the opinion of other members.

Pagel – Mr. Pagel had been unable to attend the last public FLY meeting due to a conflict with a Hiawatha Valley Education District meeting. The HVED meeting was necessary to resolve some misinformation and misconceptions. Discussions at the last Three Rivers Conference meeting included conference rates for events and guidelines for nonathletic protocols of various conference events (judges, etc.). Chair Pagel thanked the Student Council for “great conversation.”

ADJOURNMENT

A motion was made by Member Andring, seconded by Member Loftus, and carried unanimously to adjourn the meeting at 11:27 PM.

Daniel A. Johnson, Clerk
Cb

2011-12 Dover-Eyota School Board Assumptions

Board Approved
March 14, 2011

2011 - 2012 Budget Revenues

1. Enrollments:

January 2010-11	2010-11 Weight Factor	2010-11 Total Enrollment	2010-11 Weighted (WADM*)
Kindergarten	.612	93	56.9
Grades 1-3	1.115	257	286.6
Grades 4-6	1.06	287	304.3
Grades 7-12	1.30	477	620.1
PSEO	0	8	0
Total		1,114	1267.9
Projected 2011-12	2011-12 Weight Factor	2011-12 Total Enrollment	2011-12 Weighted (WADM*)
Kindergarten	.612	90	55.1
Grades 1-3	1.115	264	294.4
Grades 4-6	1.06	275	291.6
Grades 7-12	1.30	506	657.8
PSEO	0	0	0
Total		1,135	1298.9

- NOTES: 1. Hcp-K Counts are highly unpredictable for our district. They are not included in these assumptions, but will provide a revenue "cushion" for other potential revenue losses.
2. A very small amount of revenue is generated by a PSEO student, but is also used as revenue "cushion".

2. General Education Revenue Summary:

a. Basic Formula Allowance remains at \$5,124 PPU from 2010-11.

b. Approximate General Ed. Revenue Restrictions & Uses:

1. Staff Development (No requirement) - Staff Training - \$60,000
2. Learning & Development (K-6 WADM's) - Elem. Class Size - \$260,000
3. Basic Skills (F/R Lunch #'s) - ADED Kind./JH Reading. - \$80,000
4. Gifted & Talented (K-12 WADM's) - Academic Competitions - \$15,300
5. Operating Capital (Bldg. Age) - Capital Expenditures - \$261,770
6. Deferred Maintenance (Bldg. Age) - Repairs - \$81,319

3. Federal aids: Title I,II,IV estimate reduced by 10% from 2010-11 levels.
Jobs Bill Stimulus Dollars of approx. \$100,000 remains

4. Athletic fees (7-8 @ \$50, 9-12 @ \$75) will remain the same.

5. Most special program revenues will attempt to cover 100% of the special program expenditures (i.e., Footsteps, Community Education classes, etc.). District revenues will cover some Title I services & LRP costs.

6. Estimated interest revenue is based on a rate of 1%.

7. Lunch prices will remain the same. Current rates: Lunch - \$1.75 elementary, \$2.00 middle/high school, and \$3.05 adults; Breakfast - \$1.05 K-12, and \$1.55 adult. Milk is at \$.40.

8. 5% of all utilities & a portion of support services will continue to be charged to food service.

10. The Community Education athletic fees for grades K-6 would remain at up to \$40 per sport, except for tackle football which would be \$50. The Community Education Director will set fees according to the expenses.

12. The band instrument rental fee would remain at \$50.

13. Miscellaneous Fees including Penalty Fees would remain as follows:

1. per copy fee of 15¢ for each 8.5"x11" or 11"x17" copy on white or color paper;
2. penalty fee of \$100 per violation for being on the roof of any school district facility without permission;

3. when the Denver Boot is applied to the tire of a vehicle incorrectly parked in a school district parking lot, the violator will pay a fee of \$15 to have it removed;
4. penalty fee of \$5 per violation will be assessed students, and the cell phone or other electronic device confiscated, for the remainder of the day for inappropriate use of any such device.

14. The building rental rates would remain the same as previous years:

	District per day	Non-District per day
Elementary Gym/Multi-Purpose	100.00	190.00
Elementary Kitchen (plus Cook Charge)	75.00	175.00
High School Commons	100.00	150.00
High School Kitchen(plus Cook Charge)	100.00	200.00
High School Gym	200.00	390.00
High School Auditorium	150.00 1 st Hr	300.00 1 st Hr
	& 50.00 per hour thereafter	& 100.00 per hour thereafter
(a light/sound person may also be required depending on the extensive need of this equipment)		
MSSH Multi-Purpose Room/Media Ctr.	50.00	100.00
Dover Gym	50.00	100.00
All Classrooms (per room)	20.00	40.00
Custodian Charge (2-hour minimum)	28.00 Per Hour	
Cook Charge (2-hour minimum)	28.00 Per Hour	
Lighting/Sound Technician (2-hour minimum)	28.00 Per Hour	
Ball Fields	25.00 Per Hour, Per Field	
Deposit	250.00 for non-district rental	

The school district reserves the right to deny the facilities to any individual or group.

Groups and individuals may use the high school indoor concession stand refrigerator and sink at no charge, rather than renting the kitchen facilities.

A 10% fuel surcharge will be added to building rental rates from November through March.

15. Athletic ticket prices would follow conference guidelines (\$5 for adults, \$3 students), remain at \$40 for adult 10-event punch pass, \$20 for student 10-event punch pass, and free Golden Age Passes for senior citizens (age 62 and older) residing in our district. The school district will follow the Three Rivers Conference rules in regard to whether or not admissions are charged at the various levels of each sport.

2011-2012 Budget Expenditures

1. Class size student/teacher ratio guidelines are as follows (exceptions may be required for specific circumstances):

	Highest Avg.	Lowest Avg.
Kindergarten & Grade 1	23	18
Grades 2-4	26	20
Grades 5,6	30	23
Gr 7-12 Required Core Subjects/Classes	32	18
Gr 7-12 Electives	25	10

Band/Choir will be as enrolled, with board examination if needed.

2. Staffing costs for 2011-12 are based on negotiated contracts for Teamsters, Principals, Superintendent, and Cabinet/District Office. Contracts for Teachers and Bus Drivers are not set for 2011-12, with 2010-11 salaries being rolled forward. For the Teacher Contract, each 1% increase = \$47,700, and for the Bus Driver salaries, each 1% increase = \$1,900.
3. The District will strive to maintain the following staff, subject to available resources:
 - Elementary:** 1 bldg. principal, 2 secretaries, 1 media asst., 1 nurse, 1 lead custodian, 2 custodians (includes .5 FTE at the Dover site), .8 FTE social worker, .5 FTE media generalist
 - Middle School/High School:** 1.3 bldg. principal, 2 secretaries, 1 counselor, 1 dean of students/social worker, 1 media asst., 1 lead custodian, 3.25 FTE custodians, .75 FTE schoolkeeper (housekeeper), .81 FTE health assistant, .5 FTE media generalist, .25 ELL
 - Dover Building (LRP and ECFE):** .5/.3 LRP & .6 FTE ECFE licensed staff, and instructional assistants based on student enrollment.
 - District Wide:** .9 FTE psychologist, 1 accounting assistant, .5 accounts payable, .75 Eagle/community education/district office receptionist, .25 Eagle reporter, 1 superintendent's Admin. Asst., 1 business mgr., 1 superintendent, .4 FTE activities director, .3 FTE community education coordinator, 1.4 FTE curriculum/continuous improvement/assessment/staff development/gifted & talented director and coordinator, 2.00 FTE technology support staff; 11.5 FTE Special Education Instr. Staff.
 - Food Service:** 1.0 director, 2 lead cooks @ 15 hrs./day, 2 cooks @ 14.5 hrs./ day, and cook's helpers including clerks to total 35 hrs./day.

Transportation/Grounds: 1 director, .75 grounds, bus drivers as needed.
Coaching Staff - Number of positions as recommended by the Activities Director. The administration may recommend for board approval that an additional coach should be hired or reduced due to number of participants.

	Head	Asst. Head	B	9th	C
Football	1	1	1	1	2
Volleyball	1		1	1	2
Cross Country	1				
Wrestling	1		1		1
Golf	1				1
Baseball	1		1		2
Boys' Basketball	1		1	1	2
Girls' Basketball	1		1	1	2
Track	1		2		
Softball	1		1		2
Weightlifting	1				
Cheerleading	1				
Danceline	1				
Soccer	1		1		1

4. All utility & bus fuel costs budgeted 5% above 2010-11 budget levels.
5. Instructional Supply budgets will be maintained at 2010-11 levels:
 - Elementary \$74 Per AMCPU
 - Middle/High School \$92 Per AMCPU
 Operations supply budgets will be maintained at 2010-11 levels:
 - Custodial \$.24 Per Sq. Ft.
 - Grounds \$ 5,000
 - Transportation \$10,000
6. Athletic, co-curricular activities and extra-curricular activities program budget will be maintained at \$52,250 (includes referees, extra curricular workers, phone, supplies, uniforms, coaching clinics, travel, etc.). Transportation costs, including drivers' salaries and fringes, will remain at \$33,000.
7. General Fund Contingency will be maintained at \$20,000.
8. Misc. expenditures, misc. supply budgets and purchased services will be maintained at 2010-11 budget levels.
9. Food and milk costs estimated at a 12% increase from 2009-10 actual amounts.
10. Technology will remain at \$25,000 for services, supplies, repairs, etc.
11. All repair & maintenance budgets will be maintained at 2010-11 levels: Custodial at 10 cents/sq. foot: \$9,650 at the elementary (96,500), and \$14,690 at the high school (146,900), transportation at \$34,200, and grounds at \$10,000 (includes "services").
12. The testing budget will remain at \$15,000 for the entire district.

- * DAPE = Disabled Adaptive Physical Education
- * DCD-S = Developmental Cognitive Disability - Severe (was MSMI)
- * DCD-M = Developmental Cognitive Disability - Mild to Moderate (was MMMI)
- * FY = Fiscal Year
- * EBD = Emotional Behavioral Disorder
- * ECFE = Early Childhood Family Education (Footsteps)
- * ECSE = Early Childhood Special Education
- * HK = Handicapped Kindergarten
- * IEP = Individualized Educational Plan (special education)
- * LD = Learning Disability
- * LRP = Learning Readiness Program
- * MDE = Minnesota Department of Education
- * WADM = Weighted Average Daily Membership