

# **BOARD MEETING MINUTES**

Monday, September 20, 2010

Chair Ron Pagel called the Dover-Eyota Board of Education, District #533, Regular Meeting to order at 7:05 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Dan Johnson, Gene Loftus, Ron Pagel, Gary Pedersen (8:28 PM), Molly Rieke, Superintendent Bruce Klaehn and Student Board Member Laura Fierro. Absent: Julie Austinson. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Activities Director/Principal John Ostrowski, Curriculum Director Jane Johnson, Transportation Director Dustin Pagel, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Gwen Ahern, Angie Johnson and Maryrose Keller.

The Pledge of Allegiance was recited.

## Agenda

Supt. Klaehn asked that an item be added to New Business: Change the October Board meeting date from Mon., October 18 to Tue., October 12, 2010 or Thu., October 14, 2010 at 7 PM in the DEHS Media Center.

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

## Visitors to Address the Board

There were no visitors to address the Board.

## Student School Board Member Introduction

Student School Board Member Laura Fierro introduced herself. She is a senior at DEHS and is involved in the school Choir as well as the Rochester Honors Choir. She is an athlete, participating in soccer and girls' basketball. Laura is also a member of the Drama Club and Peer Helpers, and President of the DEHS Student Council.

## Board Minutes

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve the August 9, 2010 Regular Board Meeting Minutes.

## Board Minutes

A motion was made by Member Johnson, seconded by Member Loftus, and carried unanimously to approve the August 23, 2010 Board Retreat Minutes.

## Regular District Bills

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve the Regular District Bills totaling \$110,519.44.

## 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 \$147,898.25.

## Treasurer's Report

A motion was made by Member Andring, seconded by Member Johnson, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$2,322,785.92, as well as the August electronic transfers.

## **CABINET COMMUNICATIONS**

Elementary Principal – Jeanne Svobodny shared the following in addition to her written report: 1) The elementary open house went well (96% attendance) and it was fun to see the children with their eager faces excited to see their teachers and inviting classrooms; 2) K-2 pictures went well this year and she is hoping that

next year a second photographer will be on hand to reduce waiting lines; 3) An inservice was held for paraprofessionals on August 24<sup>th</sup> with Jon Haugen of HVED making a presentation on positive behavior intervention. In the afternoon, Mrs. Svobodny showed the elementary paras information on what it is like to have a learning disability. The high school paras met with their principal to review schedules and building details; 4) This year, preschool open house was set for September 9, a different night than the elementary and high school events. Because the parents didn't have to rush off to another open house, the LRP program had 100% parent attendance; 5) The elementary is facing two challenges. The first is shifting the way they provide academic support for at-risk students who are struggling in reading and math since Title services were reduced. Title paras are working with the Reading Interventionist to give grade level support instead of individual classroom support. The second challenge is meeting the unexpected and significant special education needs of several new students who moved into the district. More paraprofessional support will be required until the students are assessed; 6) NWEA testing begins this week and AIMS Web testing started last week and will continue this week; 7) An early dismissal on September 29 will allow elementary teams to work on aligning essential math skills between grade levels; 8) The Title I application deadline was once again extended and MDE has yet to work out all the "kinks" in their new technology application; 8) Student Board Member Laura Fierro offered her assistance to the non-English speaking preschooler.

High School Principal – Todd Rowekamp shared the following in addition to his written report: 1) It was an extremely positive start to the school year, including the workshop days, orientations and student retreats; 2) The high school picture day was recently held and many seniors dressed up in crazy costumes for their photo, knowing that they would have professional photos done for graduation; 3) Several new positive initiatives have been instituted based on Baldrige feedback. The high school staff has started a "Culture Club" and arranged team building activities for the first half day of teacher inservices. Their next meeting will include discussion on how to create positive school spirit activities for students during Homecoming; 4) Mr. Rowekamp has scheduled a meeting each month called "Meet & Confer with the Principal" to provide an open opportunity for staff to bring forward questions or discussion topics; 5) The video he presented to staff and students was well received and it was felt that the messages were communicated in a better venue. Member Dan Johnson said that he appreciated the effort and that Mr. Rowekamp had done a "good job."

#### Activities Director

John Ostrowski relayed the following: 1) Fall participation numbers were provided in his written report and he elaborated for the School Board Members; 2) The high school has already hosted 8 varsity events and this weekend will host a soccer tournament; 3) The Sixth Grade Open House was very positive and he gave credit to the sixth grade teachers and School Social Worker Katie Johnson. He explained the Kindness Retreat message given to the students at which 94 of the 98 sixth graders attended.

Transportation & Grounds Director Dustin Pagel reported the results of his departments 2009-2010 goals.

#### Customer Compliments, Concerns, Complaints

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

### **STUDENT BOARD MEMBER COMMUNICATIONS**

Student Board Member Laura Fierro relayed the following: 1) Volleyball is not doing well but they have hopes of getting some wins; 2) The Football team is glad they have a win; 3) In Cross Country, the girls placed first in their home meet and at the Hayfield competition. The boys have improved a lot from last year; 4) Soccer is currently at 6 and 2, working hard to see if they can become conference champs again this year; 5) The Band and Choir have started their concert repertoire and the morning ensembles have started; 6) Drama started auditions last week and are preparing for their first performance to be held the week of November 12; 7) She attended all of the student retreats that were "amazing and truly great." The sixth graders were very confident and very united. Surprisingly, the seventh graders were "out of their shell;" 8) In 2006, PageMasters started with 80 members, ended with 54 members and read 304,900 pages. Last school year, they started with 200 members, ended with 125 members and read 757,066 pages; 9) She is very excited for the Student Council to institute fresh activities and new ideas, at the same time keeping Homecoming safe.

## **REPORTS**

### **First Reading of the Student Accountability Report**

Curriculum Director Jane Johnson relayed that the school district is required each year to do an annual report that must contain certain student achievement items. She gave a brief overview of the draft Student Accountability Report. Mrs. Johnson will have the Systems Accountability Committee review the report before the Board holds its second reading and possible approval in October.

### **Financial Updates / Further Considerations**

Supt. Klaehn provided an overall district enrollment update. He also talked about the 5-year Capital Outlay Plan and advised projects that were completed or scheduled for this school year. There was a lengthy discussion regarding the need for a replacement tractor and whether to seek quotes on new or used equipment. The Board asked the superintendent to start by seeking specifications and quotes for new a new tractor.

Mr. Klaehn advised that the Education Jobs Funding from the federal government will result in our district receiving \$240,000 that can be spent in this or next fiscal year. He talked about using \$139,704 of this one-time money this year by coding 3 teachers to the fund, which will improve our fund balance. We would use \$104,319 next year to avoid reductions or, if necessary, add a class. The consensus of the Board was that Mr. Klaehn should proceed with this expenditure plan.

## **OLD BUSINESS**

### **Second Reading and Approval of Policy Revisions**

A motion was made by Member Rieke to approve the policy revisions (Attachment A )including the additional changes to the Violence Prevention Policy. The motion was seconded by Member Johnson and carried unanimously.

### **Request for Student Travel Outside of the State**

A motion was made by Member Johnson, seconded by Member Andring, and carried unanimously to grant tentative approval for the Band trip to New York City the end of June or early July 2011.

### **Resolution providing for the Sale of General Obligation School Building Refunding Bonds**

Supt. Klaehn advised that adopting the bond sale resolution would allow Ehlers & Associates to move forward in selling our bonds. At this time, the sale date is in question.

A motion was made by Member Andring and seconded by Member Rieke to adopt the Resolution Providing for the Sale of General Obligation School Building Refunding Bonds, Series 2010B; and Covenanting and Obligating the District to be Bound by and to Use the Provisions of Minnesota Statutes, Section 126C.55 to Guarantee the Payment of the Principal and Interest on these Bonds (Attachment B). A roll call vote was taken with the following members voting in favor: Andring, Pagel, Johnson, Rieke and Loftus. Those voting against the same: none. The resolution was adopted.

## **NEW BUSINESS**

### **Approve Proposed Payable 2011 Property Tax Levy**

Supt. Klaehn provided a summary for the proposed levy. He relayed that there will be a 7.5% reduction in our levy, coming from several sources, with Debt Service being the biggest. He recommended levying the maximum amount.

A motion was made by member Rieke, seconded by Member Johnson, and carried unanimously to approve the Proposed Payable 2011 Property Tax Levy at the maximum amount (Attachment C).

### **Request for Travel Outside of the State and Donation Request**

A motion was made by Member Johnson and seconded by Member Andring to approve the FFA request to attend the national competition in Indianapolis, Indiana October 19-23 and to make a \$207 donation to the group.

Principal Rowekamp relayed that District funds will pay for the two students who qualified to compete at nationals and the Board donation request was for other students attending.

The transportation means was discussed by the Board and the administration will do more investigating into transportation options.

A vote on the motion carried unanimously.

#### Consent – Fundraiser Requests

A motion was made by Member Rieke, seconded by Member Johnson, and carried unanimously to approve the following fundraisers: 1) Band frozen foods sales November 1-15 and March 28 – April 11; 2) Spanish Club book fair at Barnes & Nobles December 12, 2010; 3) Spanish Club Thirty-One parties throughout the year; 4) Yearbook sale of recipe books October through March.

#### Employee Dismissal

A motion was made by Member Johnson and seconded by Member Andring to approve the dismissal of bus driver Arlis Trogstad from employment with his last day as August 12, 2010. A roll call vote on the motion resulted in the following voting in favor: Andring, Pagel, Johnson, Rieke, Pedersen and Loftus. Those voting against the same: none. The motion carried unanimously.

#### Consent - Accept Resignations

A motion was made by Member Loftus, seconded by Member Pedersen and carried unanimously to accept the following resignations: 1) TOM SIEBENALER as 9<sup>th</sup> Grade Boys' Basketball Coach; 2) MARY OELKERS as Cook's Helper; 3) MARY HANSEN as Instructional Assistant; 4) JOHN PITTENGER as High School Student Council Advisor; 5) SARAH JOHNSON as Senior High Knowledge Bowl Co-Advisor.

#### Consent - Approve Hires

Activities Director John Ostrowski advised that, due to low participation numbers, Chad Ohl agreed not to continue as C Volleyball Coach; therefore, his name was removed from the hires.

A motion was made by Member Johnson, seconded by Member Andring and carried unanimously to approve the following hires contingent on a successful background check: 1) KIMBERLY SCHLUETER as LRP/Footsteps Child Educator; 2) JERED SMILEY as 100-Day Substitute Teacher and 9<sup>th</sup> Grade Football Coach; 3) BETSY PETERSON as Long-Term Science Substitute; 4) KAYLA ANDRIST as Long-Term Grade 6 Substitute Teacher and C Soccer Coach; 5) KAREN KRAMER as Instructional Assistant; 6) KAREN DOTSON as Instructional Assistant; 7) PAMELA FROMM as Instructional Assistant; 8) PAULA DEROUIN as Instructional Assistant; 9) JANE BORGES as Instructional Assistant; 10) LISA REPS as Instructional Assistant; 11) MARCY ABLIN as PM School-Age Child Care Adult Worker; 12) DAYNA WINKELS as AM School-Age Child Care Adult Worker; 13) SHAWN GREEN as Cook's Helper; 14) JULIA BUSS as Cook's Helper; 15) MARK WINKELS as B Football Coach; 16) KATIE JOHNSON as High School Yearbook Advisor; 17) BRANDI KOHLER as Junior High Knowledge Bowl Advisor; 18) ALBERTO VERA as High School Student Council Advisor.

#### Accept Donation

A motion was made by Member Rieke, seconded by Member Pedersen and carried unanimously to accept the \$456.53 from TARGET Take Charge of Education to the high school.

### **HEARING OF REPORTS**

#### Superintendent's Report & Communication

Supt. Klaehn communicated the following information: 1) Some first day complications to bus routes and times have been resolved. We are in line with other school districts as we try to keep bus rides 60 minutes or less; 2) He talked about Flexible Learning Year discussions by area superintendents, which included year-round school and how it will affect student learning; 3) Karen Schultz, Bryan Berg, Julie Austinson and Dan Johnson are scheduled to attend the T&L Conference October 18-22; 4) The auditor will present the final version of the audit at the November meeting. A first reading draft will be given to the Board at the October meeting. Mr. Klaehn relayed that all of our utilities came in \$27,000 under budget last year.

Board of Education Committee Reports & Communication

**Pedersen** – Apologized for being late to the meeting and explained that he had been at a work-related meeting that evening.

**Rieke** – The Community Education Committee will meet next month. Ms. Rieke welcomed new Student School Board Member Laura Fierro.

**Johnson** – Member Johnson also welcomed Laura and said, “We appreciate your willingness and are anxious to hear your reports and any other contributions.” He mentioned an article in the September 20 issue of the *Time Magazine* which he found interesting.

**Andring** – Mr. Andring said, “Everything we do in this district is kid oriented,” and he complimented the Board on their commitment to the students. At the Southeast Service Cooperative meeting they will be working on the district learning program and will commit to full-time employment to provide opportunities for their member schools. He ended his report by extending an opportunity for the teachers to hold a Meet & Confer with Board representatives next month.

**Pagel** – Welcomed Laura Fierro. The last Hiawatha Valley Education District meeting was held at DEHS and the group is still working on negotiations with their principals. Chair Pagel asked Supt. Klaehn to look into rumors that neighboring districts are talking about a reduction in their Health & Safety levy which will offset the increase in their proposed excess levy. He also advised that some districts who were anticipating increased student membership and hired extra staff have found that not all the new students came to their district. He added, “With our stable enrollment, we don’t have to worry about that.”

**October Board Meeting**

Supt. Klaehn advised that two Board members will be leaving for a conference on Board meeting day, Monday, October 18. Also, Ehlers would like the Board to meet the day of the bond sale. A motion was made by Member Johnson, seconded by Member Loftus and carried unanimously move the October Board meeting to Thursday, October 14 beginning at 7:00 PM.

**ADJOURNMENT**

A motion was made by Member Rieke seconded by Member Pedersen and carried unanimously to adjourn the meeting at 9:07 PM.

Daniel A. Johnson, Clerk  
Cb

**POLICY REVISIONS APPROVED SEPTEMBER 20, 2010**

- 201 – Legal Status of the School Board
- 202 – School Board Officers
- 203.5 – School Board Meeting Agenda
- 205 – Open Meetings and Closed Meetings
- 206 – Public Participation in School Board Meetings
- 207 – Public Hearings
- 209 – Code of Ethics
- 214 – Out-of-State Travel by School Board Members
- 404 – Employment Background Checks
- 406 – Public and Private Personnel Data
- 407 – Employee Right to Know
- 413 – Harassment and Violence
- 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 415 – Mandated Reporting of Maltreatment of Vulnerable Adults
- 416 – Drug and Alcohol Testing
- 419 – Tobacco-Free Environment
- 423 – Employee-Student Relationships
- 425 – Staff Development
- 506 – Student Discipline
- 510 – School Activities
- 511 -- Fundraising
- 514 – Bullying Prohibition
- 598 – General Student Population and Athletic Policy Regarding Drugs
- 599 – Academic Eligibility in Extracurricular Activities
- 602 – Organization of School Calendar and School Day
- 604 – Instructional Curriculum
- 608 – Instructional Services – Special Education
- 613 – Graduation Requirements
- 614 – School District Testing Plan and Procedure
- 615 – Testing Accommodations
- 616 – School District System Accountability
- 618 – Assessment of Student Achievement
- 620 – Credit for Learning
- 701 – Establishment and Adoption of School District Budget
- 704 – Development and Maintenance of an Inventory of Fixed Assets and a Fixed Asset Accounting System
- 705 – Investments
- 707 – Transportation of Public School Students
- 709 – Student Transportation Safety Policy
- 710 – Extracurricular Transportation
- 711 – Videotaping on School Buses
- 805 – Waste Reduction and Recycling

**RESOLUTION PROVIDING FOR THE SALE OF GENERAL OBLIGATION SCHOOL BUILDING REFUNDING BONDS, SERIES 2010B; AND COVENANTING AND OBLIGATING THE DISTRICT TO BE BOUND BY AND TO USE THE PROVISIONS OF MINNESOTA STATUTES, SECTION 126C.55 TO GUARANTEE THE PAYMENT OF THE PRINCIPAL AND INTEREST ON THESE BONDS**

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

**1. Bond Authorization.** The School Board has determined that it is necessary and expedient to issue General Obligation School Building Refunding Bonds, Series 2010B (the ABonds), to refund certain maturities of the District's \$6,195,000 General Obligation School Building Refunding Bonds, Series 2001.

**2. Sale.** The District has retained Ehlers & Associates, Inc. (Ehlers) in Roseville, Minnesota, as its independent financial advisor for the Bonds. Ehlers is authorized to solicit proposals in accordance with Minnesota Statutes, Section 475.60, Subdivision 2(9). If the issuance of the Bonds is approved, the School Board shall meet at the time and place specified in the Official Statement to receive and consider proposals for the purchase of the Bonds.

**3. Official Statement; Negotiation of Sale.** Ehlers is authorized to prepare and distribute an Official Statement and to open, read and tabulate the proposals for presentation to the Board.

**4. Minnesota School District Credit Enhancement Program.** (a) The District hereby covenants and obligates itself to notify the Commissioner of Education of a potential default in the payment of principal and interest on the "Bonds" and to use the provisions of Minnesota Statutes, Section 126C.55 to guarantee payment of the principal and interest on the Bonds when due. The District further covenants to deposit with the Registrar or any successor paying agent three (3) days prior to the date on which a payment is due an amount sufficient to make that payment or to notify the Commissioner of Education that it will be unable to make all or a portion of that payment. The Registrar for the Bonds is authorized and directed to notify the Commissioner of Education if it becomes aware of a potential default in the payment of principal or interest on the Bonds or if, on the day two (2) business days prior to the date a payment is due on the Bonds, there are insufficient funds to make that payment on deposit with the Registrar. The District understands that as a result of its covenant to be bound by the provision of Minnesota Statutes, Section 126C.55, the provisions of that section shall be binding as long as any Bonds of this issue remain outstanding.

(b) The District further covenants to comply with all procedures now and hereafter established by the Departments of Finance and Education of the State of Minnesota pursuant to Minnesota Statutes, Section 126C.55, subdivision 2(c) and otherwise to take such actions as necessary to comply with that section. The chair, clerk, superintendent or business manager is authorized to execute any applicable Minnesota Department of Education forms.

Minnesota Department of Education  
 Levy Limitation and Certification Report  
 2010 Payable 2011

District Number-Type: 0533-01  
 District Name: DOVER-EYOTA PUBLIC SCHOOL DISTRICT  
 Home County: OLMSTED

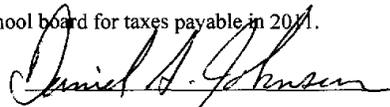
Date Printed: 9/22/10  
 Limits Updated: 9/20/10  
 Proposed Submitted: 9/22/10

	LIMIT	PROPOSED
<b>SUBTOTALS BY LEVY CATEGORY</b>		
GENERAL - RMV VOTER - JOBZ EXEMPT		The School Board has voted to certify the MAXIMUM levy authority.
GENERAL - RMV OTHER - JOBZ EXEMPT		
GENERAL - NTC VOTER - JOBZ EXEMPT		
GENERAL - NTC OTHER - JOBZ EXEMPT		After October 1st, the county auditor should consult the Minnesota Department of Education (MDE) website for the district's current levy limitation and use this amount for the Truth in Taxation notices.
COMMUNITY SERVICE - NTC OTHER - JOBZ EXEMPT		
GENERAL DEBT - NTC VOTER - JOBZ NONEXEMPT		
GENERAL DEBT - NTC OTHER - JOBZ NONEXEMPT		
OPEB DEBT - NTC VOTER - JOBZ NONEXEMPT		
OPEB DEBT - NTC OTHER - JOBZ NONEXEMPT		
<b>SUBTOTALS BY FUND</b>		
GENERAL FUND		If there is a change to the district's levy limitation after October 1st, the county will be notified by MDE via email. Before finalizing tax computations for the Truth in Taxation notices, counties should double check the MDE website to be sure no changes have been made to the district's levy limitation that the county is not already aware of through this email process.
COMMUNITY SERVICES FUND		
GENERAL DEBT SERVICE FUND		
OPEB/PENSION DEBT SERVICE FUND		
<b>SUBTOTALS BY TAX BASE</b>		
REFERENDUM MARKET VALUE		
NET TAX CAPACITY		
<b>SUBTOTALS BY TRUTH IN TAXATION CATEGORY</b>		
VOTER APPROVED		
OTHER		
<b>TOTAL LEVY</b>		
TOTAL LEVY		

The school district must submit the completed original of this form to the home county auditor by September 30, 2010. A duplicate form must be submitted to Minnesota Department of Education, Program Finance Division, 1500 Highway 36 West, Roseville, MN 55113, by October 7, 2010.

The certified levy listed above is the levy voted by the school board for taxes payable in 2011.

Signature of School Board Clerk



Date of Certification

September 20, 2010