

REGULAR BOARD MEETING MINUTES

Monday, June 14, 2010

Chair Ron Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:02 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Dan Johnson, Gene Loftus, Ron Pagel, Gary Pedersen, Molly Rieke, and Superintendent Bruce Klaehn. Absent: none. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Food & Nutrition Director Carrie Frank, Curriculum Director Jane Johnson, Activities Director/Principal John Ostrowski, Chris Berg, and Gary Betcher.

The Pledge of Allegiance was recited.

Agenda

Supt. Klaehn asked for the addition of two items: Boys' & Girls' Hockey Cooperatives and an additional resignation.

A motion was made by Member Rieke, seconded by Member Loftus 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 Loftus, seconded by Member Johnson and carried unanimously to approve the May 10, 2010 Regular Board Meeting Minutes.

Regular District Bills

A motion was made by Member Pedersen, seconded by Member Johnson and carried unanimously to approve the Regular District Bills totaling \$87,136.46.

Special District Bills

A motion was made by Member Rieke, seconded by Member Loftus and carried unanimously to approve the payment of the Special District Bills totaling \$162,461.75.

Treasurer's Report

A motion was made by Member Andring, seconded by Member Loftus and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$2,277,826.02, as well as the May electronic transfers.

CABINET COMMUNICATIONS

Elementary Principal – Jeanne Svobodny shared the following: 1) Gave a summary of the end-of-the-year events; 2) Noted staff members leaving -- Mrs. Carol Bedtke (37 years), Mrs. Elaine Arends (9 years), and Mrs. Alli Kittleson (2 years); 3) Provided data on how students did on their fall versus spring NWEA scores; 4) Noted that she will be working on several state reports due by June 30; 5) She had given three tours of the elementary to new families that day, two of which were with in-district families.

High School Principal – Todd Rowekamp shared the following: 1) He had attended the first day of the Hiawatha Valley Education District Retreat and the initial presentation was by John Haugan of HVED. Mr. Haugan is passionate about the work he is doing with positive behavior interventions in schools and may be invited to speak at a DE staff workshop; 2) Discussed the comparison of ACT Scores of the top 25 seniors from 1995 through 2010.

Customer Compliments, Concerns, Complaints

Superintendent Klaehn shared that no Customer Compliment, Concern, Complaint forms had been received.

OLD BUSINESS

Second Reading and Approval of the 2010-2011 Strategic Plan

Supt. Klaehn relayed that there were slight modifications made to the Plan from the draft provided to the Board the previous month.

A motion was made by Member Pedersen seconded by Member Rieke and carried unanimously to approve the 2010-2011 Strategic Plan (Attachment A).

Final Reading and Approval of 5-Year Capital Expenditure Considerations

Supt. Klaehn relayed that the expense figures hadn't changed from the draft presented last month and that some of the costs may end up to be slightly more or less than indicated. The point of the plan is to "have on the radar screen" possible needs in the next 5 years. The discussion included possible ITV cooperative learning initiatives to plug gaps in student opportunities.

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to approve the 5-Year Capital Expenditure Plan (Attachment B).

Final Reading and Approval of 2010-2011 Revenue and Expenditure Budget

Supt. Klaehn gave a review of the revenue and expenditure budget documents.

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to approve the 2010-2011 Revenue and Expenditure Budget (Attachment C).

NEW BUSINESS

Let Bids for Bakery Products, Dairy Products, Fuel and Snow Removal

A motion was made by Member Andring and seconded by Member Johnson to let bids for bakery products, dairy products, fuel and snow removal.

The Board determined that there would be no maximum listed on the snow bid, that proof of \$1.5 million in liability insurance be required with the bid, and to add "contractor agrees to repair any property damage caused by his/her equipment" to the bid specifications.

Food & Nutrition Director Carrie Frank relayed changes to the bread and dairy bid notices.

A vote on the motion carried unanimously

Language for Staff Severance Payments

Supt. Klaehn reminded the Board that severance payment language had previously been approved for teaching staff. He added that the option has also been approved by the Cabinet members.

A motion was made by Member Rieke, seconded by Member Johnson and carried unanimously to approve the following: *Effective June 15, 2010, and upon termination of employment thereafter, all members of the Dover-Eyota Cabinet shall have all payments identified as "severance" deposited directly into the Minnesota State Retirement System's Health Care Savings Plan (HCSP).*

Hockey Sharing Agreements

Activities Director John Ostrowski reminded the Board that last year they had approved a girls' hockey cooperative agreement with Dodge County. Besides re-approval of that cooperative, he indicated that a male student has requested the district pursue a boy's hockey cooperative. Mr. Ostrowski advised that the parents of the hockey players provide all transportation and pay all costs incurred; hence, there is no cost at all to the DE School District.

A motion was made by Member Pedersen and seconded by Member Loftus to renew the girls' hockey cooperative and approve a boys' hockey cooperative with Kasson/Mantorville, Byron and Hayfield beginning with the 2010-2011 school year.

Chair Pagel mentioned the discussion of a waiver statement that the parent signs to help protect the district against transportation liability. The Superintendent is in the process of researching this concept.

A vote on the motion carried unanimously.

Consent – Accept Resignations

A motion was made by Member Andring, seconded by Member Rieke and carried unanimously to accept the resignations of SANDI MILLARD as High School Principal's Secretary and as Yearbook Advisor, ALLI KITTLESAN as Instructional Assistant, and NANCY OUTCALT as Instructional Assistant.

Consent - Approve Hires

A motion was made by Member Johnson, seconded by Member Austinson and carried unanimously to approve the following hires: 1) REBECCA KLEIN as Long-Term Substitute Science Instructor through the end of the school year; 2) Summer Student Cleaners -- JACOB KROGSTAD, HANS DUBBELS and JASON EHLENFELDT; 3) Adult Summer SACC Workers – BRIDGET SKRUKRUD, LOUANNE JENDERNY, KAREN FIESELER and MARCY ABLIN; 4) Student Summer SACC Workers – CASSIDI ROBERTSON, JACOB BARTH, AMBER ALLEN, ANDREW STRUCKMANN and DANIELLE TURNQUIST; 5) Summer School Staff – SHERI CROWSON (special education teacher), GRETCHEN BRINKMAN (ita Teacher), LISA MICHELSON (para), MELANIE KEEFE (para), JACKIE MACON (para) and LINCOLN GERGEN (para); 6) ALLISON BENIKE as 4th Grade Instructor beginning the 2010-2011 school year; 7) GILBERT RAMERIEZ as C Girls' Soccer Coach; 8) KELLY SCHUETTE as C Volleyball Coach.

Consent - Accept Donations

A motion was made by Member Pedersen, seconded by Member Johnson and carried unanimously to accept the following donations: 1) **Elementary** -- \$210.38 to the music department and \$314.15 to Targeted Services from PATT; 2) **Band Trip** - \$20 from KEITH & VICKY PAGEL; 3) **Band Dept.** – set of bells and case valued at \$50 from VEL ANDERSON, box of baritone sax reeds valued at \$25 from JOHN & ANGIE SCHMIDT, baritone saxophone and case valued at \$1,850 from the CRAIG ZINTER FAMILY, and \$3,000 from PEOPLES COOPERATIVE SERVICES for a vibraphone; 4) **Archery in the Schools** - \$1,000 from the ROCHESTERY ARCHERY CLUB and \$200 from the HIAWATHA SNO-SEEKERS.

HEARING OF REPORTS

Superintendent's Report & Communication

Supt. Klaehn provided the following information: 1) Reminded the Board of participating in the Viola Gopher Count Parade on Thu., June 17; 2) To follow up on concerns about the gym sound system, Custom Alarm will be contacted for advice about relocating the speakers for better sound production; 3) Transportation & Grounds Director Dustin Pagel had a perfect score during a bus inspection at the end of May; 4) The topic of Type III van requirements has again risen in the fact that every driver transporting students will be required to pass a behind-the-wheel inspection; 5) The high school staff held a productive discussion on preparing for the possible future of online learning. They talked about the real issues and the messages they had received about the value of students attending classes. Several staff members may attend the Southeast Service Cooperate online learning consortium training in anticipation of possible future online classes; 6) Thanks to Principal Svobodny's efforts, the Intervention Grant has been approved for 2010-2011. This will provide math, reading and behavioral intervention services to students; 7) He had met with Member Loftus and Chair Pagel regarding his possible retirement. The Board set up a special meeting on Tue., June 29 at 5:30 PM; 8) Advised that the budget process started in February and thanked the Cabinet members for their team work in developing the preliminary budget.

Board of Education Committee Reports & Communication

Loftus – Mr. Loftus relayed that graduation had gone well and a good crowd had attended. In talking with Mr. Ryan Anderson after the program, he learned that the Band and Choir will lose a great many members as the seniors leave. The Scholarship Committee has completed their task for this year. Member Loftus noted the communities' commitment to scholarships in the large amount of money they had again donated. As a member of the Negotiations Team, he relayed that they had met with the principals and Teamsters and that additional sessions will be held. Mr. Loftus thanked all of the employees "who make this district work" and noted how impressed he was that there were 20 employees who had served over 15 years in the school district.

Rieke – Also noted that negotiations had begun with the principals and Teamsters. Ms. Rieke congratulated Mrs. Svobodny on successfully obtaining another Intervention Grant and relayed to Dustin Pagel a “good job” on the bus inspection. She ended her report by congratulating the seniors and saying that it was a “nice ceremony.”

Johnson – Mr. Johnson thanked Mrs. Jeanne Svobodny for the tour of the elementary building. He added, “Thank you to all for wrapping up another school year and sending another class on its way.”

Andring – As a member of the Southeast Service Cooperative Special Finance Committee, Mr. Andring relayed that, because of AYP program budget cuts, the SSC was streamlining positions. The SSC has also switched online providers to reduce costs. Mr. Andring ended his report by congratulating Carol Bedtke on her retirement.

Austinson – The Playground Committee had met and discussed safety issues with the playground equipment and possible installation of wind barriers. No decision had been made since much research is needed to proceed. Mrs. Austinson thanked the staff, faculty and all departments for “putting in a great year.” She added, “We had a lot of awards in a lot of areas.” Member Austinson ended her report by wishing everyone a successful summer.

Pagel – The Hiawatha Valley Education District was working on principal contracts and was offering a summer symposium with a wide variety of technology sessions. The Three Rivers Conference Board had discussed transportation liability concerns. The last day of school the students and teachers had been excited. It was a half day session for the students to allow the staff to finish up their work. At the Employee Recognition Breakfast, Carol Bedtke had relayed how things had changed during her 37 years in the district. Mr. Pagel ended his report by relaying that school board filings had resulted in his refiling as well as Don Andring and Dan Johnson. Gary Pedersen had decided not to run again. The fourth candidate is Todd Peterson.

CLOSED SESSION

At 8:54 PM, a motion was made by Member Rieke, seconded by Member Loftus and carried unanimously to go into closed session for discussion of negotiations strategy.

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to end the closed session at 9:47 PM.

ADJOURNMENT

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to adjourn the meeting at 9:48 PM.

Daniel A. Johnson, Clerk
Cb

APPROVED JUNE 14, 2010
Dover-Eyota Public Schools 2010-2011
Strategic Plan

“The Dover-Eyota School system, in partnership with its community, will foster a safe, caring and respectful environment to develop well-rounded, high achieving citizens who demonstrate character and integrity in an ever-changing world.”

<p>AIM 1: <u>High Student Achievement</u></p> <p>GOAL 1 Students will meet / exceed proficiency levels in reading, writing, mathematics and science.</p> <p>-----</p> <p>GOAL 2 Students will demonstrate improving achievement in all curricular areas by mastering identified essential skills.</p> <p>-----</p> <p>GOAL 3 Students will be challenged academically to prepare them to pursue their future goals.</p>	<p>KEY INITIATIVES:</p> <ul style="list-style-type: none"> • Full Implementation of Tier II and III of Strategic Reading Interventions at Elem. • Re-align district curriculum to new State Standards. • Address new State curriculum requirements in Math & Science. • Identify essential skills/learner outcomes at each grade level/department. • Develop and use common language arts and math assessments at Elem. • Assign teacher contract time for added Gifted and Talented activities grades 6-8. • Explore additional opportunities for students to earn college credit through HS courses. 	<p>MEASUREMENT TOOLS: Attachment A</p> <ul style="list-style-type: none"> • Increased Proficiency in scores of : MCA II NWEA Aims Web • Established collection of Essential Skills at every grade level • Local Assessments aligned to Essential Skills • Assessments : EXPLORE / PLAN / ACT • Numbers of college classes offered and students earning credit • Number of offerings / participation in increased Middle School G/T initiative
<p>AIM 2: <u>Safe and Welcoming Environment</u></p> <p>GOAL 4 Students will demonstrate respectful and appropriate behavior toward other students, staff and adults in the school community.</p> <p>-----</p> <p>GOAL 5 Parents and community members will be valued and active educational partners.</p>	<p>KEY INITIATIVES:</p> <ul style="list-style-type: none"> • Increased emphasis on anti-Bullying at all grade levels • Enhance Middle School Components (Kindness Retreat, Positive Behavior, etc.) • Increase instructional role of School Resource Officer • Bus behavior training - drivers & students • Create PTO at Middle School • Explore increased Communication Tools • Improve Volunteer processes • Increase Service Learning opportunities 	<p>MEASUREMENT TOOLS:</p> <ul style="list-style-type: none"> • Grades 4-8 “Olweus” bullying survey • Student Disciplinary Incident numbers • Student feedback on added activities • Student participation numbers in Community Service Activities • Numbers of Volunteers/Volunteer hours • Attendance at Parent/Teacher Conferences • Usage of online student info • Community/Student Survey

<p>AIM 3: <u>Efficient and Effective Operations</u></p> <p>GOAL 6 The district will ensure the effective use of technology as a teaching, learning, and communication tool.</p> <p>-----</p> <p>GOAL 7 The district will integrate the continuous improvement philosophy and process throughout the system.</p> <p>-----</p> <p>GOAL 8 The district will maintain a well-trained and highly qualified workforce.</p> <p>-----</p> <p>GOAL 9 The district will effectively use its financial resources to maximize opportunities for students.</p>	<p>KEY INITIATIVES:</p> <ul style="list-style-type: none"> • Develop guidelines for appropriate staff & student use of social networking, e-mail, and cell phone use. (Digital Citizenship) • Expand training experiences and requirements for technology-rich instruction. <ul style="list-style-type: none"> • The timing, make-up and utilization of stakeholder surveys will be revised. • Leaders will more regularly incorporate the district Aims and Goals in communicating plans and activities. • Enhance the role of Professional Learning Teams to improve instructional skills, communication, data management, etc. • Food Service will research additional Farm-to-School opportunities. <ul style="list-style-type: none"> • Paraprofessionals will receive in-service training relevant to student learning. • Establish an annual district-wide Staff Dev. Plan to enhance focus and direction. • Committees of defined structure will be formed for hiring all Teachers, Cabinet members and Head Coaches. <ul style="list-style-type: none"> • Board will determine level of Operating Referendum renewal for Taxes Pay 2012. • Board/Cabinet will establish a long-range Capital Expenditure Plan. 	<p>MEASUREMENT TOOLS:</p> <ul style="list-style-type: none"> • Principal Observations of Staff • District Technology Committee action • Competencies – Demonstrations to Peers <ul style="list-style-type: none"> • Action Plans for all Departments <ul style="list-style-type: none"> - aligned to Strategic Plan - Mid year & end-of-year reports • Updated Stakeholder Surveys • Evidence of increased reference to contents of Strategic Plan throughout the district <ul style="list-style-type: none"> • STAR Licensure Report – 100% • New Staff Development Plan to Board no later than October meeting • Regular Staff Evaluation of Inservice Activities • Final written process for hiring <ul style="list-style-type: none"> • Referendum Results / General Fund Balance • Capital Expenditure Fund Balance / Needs Met
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FIVE-YEAR CAPITAL EXPENDITURE CONSIDERATIONS

May 10, 2010

Items included in 2010-11 Preliminary Budget

DESCRIPTION	ESTIMATE
DISTRICT WIDE	
Full Replacement of district-wide telephone system	\$60,000
Possible repair/maintenance of roofs	\$40,000
Copy Machine Replacements	Op. Cap. \$50,000
ELEMENTARY BUILDING	
Finish Replacement of bathroom stalls in Elementary Building	Def. Maint. \$10,000
Playground landscaping / windbreak	\$10,000
HIGH SCHOOL BUILDING	
Repair Media Center/South Wing roofs	Def. Maint. \$11,500
Replace Media Center Furniture	\$25,000
Replace Old Water Fountains (8)	Def. Maint. \$12,000
Replace all locks and handles of 1960 doors	\$16,000
New Carpet/Tile in 8 upstairs classrooms	\$45,000
Add'l folding chairs and staging	\$20,000
Relocation of two tech and business rooms/new carpet	Op. Cap. \$5,000
Replace clock and bell system	\$15,000
TECHNOLOGY	
Replace one computer lab (funds beyond current designation)	\$15,000
One-to-One laptops for grades 4-12	\$250,000
ATHLETICS	
Replace & Remodel Baseball Backstop / Install slab for bleachers	\$5,000
Football Field Lights	\$100,000
New Track	\$250,000
GROUNDS / TRANSPORTATION	
Replace largest lawnmower (19 yrs. old - est. is "new with trade")	Op. Cap. \$70,000
Replace tractor / loader (29 yrs. old - recent repairs extend need one year)	new with trade \$40,000
Replace three busses	new with trade \$280,000
Replace 1 van	new with trade \$20,000
Replace sander/plow truck (dangerously rusty - some parts obsolete)	used, keep sander \$30,000
CURRICULUM	
Purchase texts / equipment to upgrade Career Tech & Science	\$75,000
ELEMENTARY FOOD SERVICE (could be funded from 01 or 02)	
Replace 1 range, Steamer, Braising Pan	\$35,000
GRAND TOTAL of FIVE-YEAR CONSIDERATIONS	\$1,489,500
GRAND TOTAL OF 2010-11 PROPOSED EXPENSES	\$158,500

DOVER-EYOTA

Public Independent School District #533

2010 - 2011

REVENUE & EXPENDITURE BUDGET

PRELIMINARY

June 14, 2010

* DOES NOT INCLUDE 2010-12 TEAMSTER
OR CABINET/OFFICE CONTRACT CHANGES

FUND	REVENUE	EXPENDITURES	NET
GENERAL FUND	\$8,861,120	\$8,909,454	(\$48,334)
<i>Unreserved / Undes.</i>	\$8,313,490	\$8,135,195 *	\$178,295
<i>Health & Safety / Unemp.</i>	\$88,125	\$76,500	\$11,625
<i>Oper. Capital / DM</i>	\$333,015	\$382,912	(\$49,897)
<i>Reserved / Desig.</i>	\$126,490	\$314,847	(\$188,357)
FOOD SERVICE	\$572,000	\$579,531 *	(\$7,531)
COMMUNITY ED.	\$231,981	\$235,472 *	(\$3,491)
<i>Reserved - CE</i>	\$150,481	\$145,760	\$4,721
<i>School Readiness</i>	\$36,500	\$40,000	(\$3,500)
<i>EC Family Ed.</i>	\$42,000	\$46,712	(\$4,712)
<i>Undesignated</i>	\$3,000	\$3,000	\$0
DEBT SERVICE	\$1,526,000	\$1,528,108	(\$2,108)

