

REGULAR BOARD MEETING MINUTES

Monday, October 6, 2008

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:00 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Dan Johnson (7:06 PM), Ed Kaehler, Gene Loftus, Ron Pagel, Gary Pedersen, Superintendent Bruce Klaehn and Student Board Member Travis Schreier. Absent: Judy Brandt. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Ryan Anderson, Chris Berg, Gary Betcher, Kristin Hanson, Jane Johnson, Loren Kiefer, Maureen Lewis, John Ostrowski and John W. Schmidt.

The Pledge of Allegiance was recited.

Agenda

Superintendent Klaehn asked that the following changes be made to the agenda: add Item 11f to change the adult breakfast price and add Technology Director Loren Kiefer to the Cabinet Communications.

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

Visitors to Address the Board

No visitors wished to address the Board.

Board Minutes

A motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to approve the September 8, 2008 Regular Board Meeting Minutes.

A motion was made by Member Andring, seconded by Member Kaehler and carried unanimously to approve the September 11, 2008 Board Retreat Minutes.

Regular District Bills

With Member Andring abstaining, a motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to approve the Regular District Bills totaling \$127,272.37.

Special District Bills

A motion was made by Member Loftus, seconded by Member Kaehler and carried unanimously to approve the payment of the Special District Bills totaling \$61,970.24.

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 \$4,591,237.89, as well as the September electronic transfers.

CABINET COMMUNICATIONS

Elementary Principal – Jeanne Svobodny relayed the following: 1) On September 16th, Peggy Swenson began supervising an open computer lab from 5:45 to 7:45 PM for parents to work with their student using online resources; 2) The elementary staff held a celebration of small victories and successes during the early dismissal on September 24. Successes included the 4th and 5th grade math MCA results being above state averages and increasing from the previous year, the 4th and 5th grades scoring 30% higher than predicted on the NWEA tests, better flow in the drop off area due to monitoring by Tom Miller, and smoother and shorter lines in the cafeteria due to changes made by Food and Nutrition Director Carrie Frank and her staff; 3) In her September *News & Notes* she had asked parents to provide feedback on Open House. Eighty parents responded and all said that they received the information they expected during the event. Regarding K-2 photos being taken that night, 50 parents indicated they liked the change, 25 said it wasn't applicable to them and 5 said that they didn't like the change; 4) She had attended a Title I conference where national speaker Mike Schmoker talked about professional learning communities, developing teaching teams, providing planning time for conversations, and doing active monitoring during instruction and during guided practice; 5) The elementary

staff were preparing for conferences to be held the following Monday and Tuesday nights, as well as all day Wednesday.

High School Principal – Todd Rowekamp shared the following: 1) He had attended a superintendent conference with Mr. Klaehn and Mrs. Jane Johnson. The topics were relevant and interesting and sessions included dealing with media in a crisis and connecting professional development with school improvement; 2) The business teachers had attended the Minnesota Business Teachers Conference where they learned about pod casting and integrating math; 3) During a recent faculty meeting, the more experienced staff helped their peers with developing RSchool web pages; 4) During the early release, Leslie Houser taught staff how to hold a 30-minute turbo meeting. This process allows departments and small groups of teachers to efficiently accomplish something in a short period of time; 5) The 8th graders had raised over \$8,000 during their magazine sale—twice what was raised last year. Mr. Josh Olson was given recognition for his work as advisor of the students; 6) Homecoming went smoothly and the DJ had commented that it was one of the more enthusiastic groups of kids he had been involved in and that he would like to return for future events; 6) Mr. Jim Dusso had led the seniors in producing an excellent senior wall in the east stairwell and Aaron Wiederhoeft played a lead role in the event; 7) Credit was given to the middle level teachers for planning and executing a developmentally-appropriate middle school activity night; 8) The teachers had mentioned that college math classes are going well and that they are getting good responses from the parents. The high school will be seeking more of these types of opportunities for the students; 9) Mr. Rowekamp shared his idea for high school staff to present to the Board each month an innovative project they had undertaken. He gave the example of the “fantastic” job of Bev Sharp as Page Masters advisor. Bev advised that there were 203 members of the group (including 18 staff members), that over 200 books had been read in September, and that the school website provided details about the club; 10) Principal Rowekamp introduced English Instructor and Theatre Director Jennifer Ryg, Spanish Instructor Betsy Wells, and English Instructor Brooke Ferrier.

Activities Director – John Ostrowski shared the following information: 1) A sports update included that there are only six practice days before football playoffs; section girls’ soccer competition will begin the next day, we are seeded 6 and will play Lake City at home the following night; volleyball seeding will be held on October 15 and football seeding on October 16; cross country will be competing in Owatonna; 4) New speakers had been installed in the crow’s nest but it seemed that more work needed to be done; 5) We had hosted DE/St Charles cross country invitational, the 3 Rivers Conference annual meeting where 170 members were present, and a varsity soccer tournament. Monday through Saturday since the last Board meeting, 17 home activities were held at home (this includes Wednesdays) In response to a question from the Board, Mr. Ostrowski relayed that the lights on the football field are used about 3 nights per week; 6) The middle school activity night had included a 3-on-3 basketball tournament, an 8-on-8 dodge ball tournament, a move in the auditorium, wwii 1-on-1 tournament, prison ball (trench ball) and music. It was a “fantastic” night with approximately 80-100 students constantly on the move.

Technology Director

Technology Director Loren Kiefer shared the following: 1) The Technology Department was keeping up on technology support requests; 2) Issues with the new computers in the high school Media Center revolve around defective network cards that will be replaced; 3) The change-over of the administration server is almost complete; 4) Staff technology training classes will begin with two classes being offered per week October through the first half of November. Additional classes will be offered in upcoming months. The classes revolve around the staff development program to increase skills; 5) Thanked the Board for the increase in staff which allowed them to keep up on work requests and new installations; 6) Mr. Kiefer provided comparison costs and features of five emergency notification systems. Discussion included how extensive a program the district needed and setting parameters for use of the system.

A motion was made by Member Pedersen to choose the “School Messenger emergency use only” program. The motion was seconded by Member Loftus. A roll call vote was taken with the following voting in favor: Loftus and Pedersen. Those voting against the same: Kaehler, Johnson, Pagel and Andring. The motion failed.

A motion was made by Member Kaehler to obtain three contracts for the Board to review before their next meeting: One Call Now, School Messenger emergency use only, and School Messenger full feature. The motion was seconded by Member Johnson and carried unanimously.

Customer Compliments, Concerns, Complaints

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

OLD BUSINESS

Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of \$540,000 General Obligation Alternative Facilities Bonds, Series 2008A

Kristin Hanson of Ehlers talked about the market and the decision to take bids on behalf of the school district. She explained that four bids had been received for the \$540,000 General Obligation Alternative Facilities Bonds with a range of bids of 3.5452% to 4.2155%. The lowest bid was from Wells Fargo Brokerage Services at 3.5452%. The payback timetable is 5 years on these bonds.

A motion was made by Member Kaehler and seconded by Member Johnson to adopt the Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of \$540,000 General Obligation Alternative Facilities Bonds, Series 2008A (Attachment A). A roll call vote on the motion resulted in the following members voting in favor: Don Andring, Ron Pagel, Dan Johnson, Ed Kaehler, Gary Pedersen and Gene Loftus. Those voting against the same: none. The motion carried unanimously.

Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of \$305,000 General Obligation Capital Facilities Bonds, Series 2008A

Mrs. Hanson relayed that three bids had been received for the \$305,000 General Obligation Capital Facilities Bonds with a range of bids of 4.1489% to 4.5486%. The lowest bid was from Wells Fargo Brokerage Services at 4.1498%. The payback timetable is 10 years.

A motion was made by Member Andring and seconded by Member Johnson to adopt the Resolution Awarding the Sale, Determining the Form and Details, Authorizing the Execution, Delivery, and Registration, and Providing for the Payment of \$305,000 General Obligation Capital Facilities Bonds, Series 2008B (Attachment B). A roll call vote on the motion resulted in the following members voting in favor: Don Andring, Ron Pagel, Dan Johnson, Ed Kaehler, Gary Pedersen and Gene Loftus. Those voting against the same: none. The motion carried unanimously.

REPORTS

Preliminary Audit Information and Discussion

Supt. Klaehn gave a preliminary audit report and relayed that the district's finances are strong with an unaudited Unreserved Undesignated General Fund balance of \$1,556,895 as of June 30, 2008. He complimented the staff on using the finances wisely. He sought and obtained Board consensus to add Capital Projects and Curriculum as designated accounts to the current ones of Additional Severance, Bus Purchase, Technology and Activities.

Mr. Klaehn also indicated that the Community Education Fund includes the Learning Readiness Program that had a net operating loss of \$9,703, mostly due to transportation costs. Eliminating transportation or increasing fees would hurt participation in this important program. He talked about ways of correcting the operating loss. Discussion included keeping the true costs associated with the program. Supt. Klaehn relayed that the full audit will be brought to the November Board meeting.

Further Band Uniform Information

Supt. Klaehn relayed that most area districts pay the full cost of the marching band uniforms. Dover-Eyota uniform history is that the district has purchased them and some groups have occasionally fundraised to obtain new uniforms.

Band Director Ryan Anderson shared information obtained from area schools on how uniforms are used, if a pay plan and replacement rotation is in place, when uniforms were last purchased, and who paid for them. Mr. Anderson indicated that we currently do not charge a marching band fee and that students will be responsible to provide certain items of their band uniform (i.e., shoes and gloves). Mr. Anderson said

that it was not common in this area for fees to be charged; however, Rochester does charge a fee. He indicated that 110 uniforms will be needed at a cost of \$325 to \$375 per uniform (approximately \$40,000).

The discussion by the Board included the number of uniforms needed, the possibility of charging marching band fees, and the district contributing toward uniforms since they pay for many sport uniforms. The Board questioned the vendor's recommendation of purchasing 25% more uniforms than needed and mentioned purchasing 10% or 15% above the required amount. Several ideas for the funding process were discussed. This will be an action item at the November meeting with more information provided.

Since there is no cost to obtain a sample uniform, Mr. Anderson would bring one to the November Board meeting for their review.

OLD BUSINESS

Approve the Teamster Local 320 Contract

Supt. Klaehn advised that the members had ratified the contract by mail ballot.

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to approve the 2008-2010 Teamster Local 320 Contract.

Second Reading and Approval of Policy Changes

Supt. Klaehn asked that the Board not approve Policy 709 – Student Transportation Safety as it needed additional revisions due to changes in the laws regarding Type III vehicles.

He also shared a new revision of Policy 203.2 – Order of the Regular School Board Meeting to coincide with the additional change of moving the Cabinet Communications earlier in the meeting. The Board recommended moving the Student Board Member Report after the Cabinet Communications.

A motion was made by Member Johnson to withdraw Policy 709 from approval and include revised Policy 203.2 – Order of the Regular School Board Meeting in approving the policy changes as recommended. The motion was seconded by Member Pedersen. A roll call vote was taken with the following voting in favor: Andring, Pagel, Johnson, Pedersen and Loftus. Those voting against the same: Kaehler.

Revised policies include:

- 104 – School District Mission and Vision Statement
- 203.2 – Order of the Regular School Board Meeting
- 205 – Open Meetings and Closed Meetings
- 206 – Public Participation in School Board Meetings/Complaints About Persons at School Board Meetings and Data Privacy Considerations
- 406 – Public and Private Personnel Data
- 408 – Subpoena of a School District Employee
- 414 – Mandated Reporting of Child Neglect or Physical or Sexual Abuse
- 419 – Tobacco-Free Environment
- 425 – Staff Development
- 506 – Student Discipline
- 508 – Extended School Year for Certain Students with Individualized Education Programs
- 509 – Enrollment of Non-Resident Students
- 513 – Student Promotion, Retention, and Program Design
- 515 – Protection and Privacy of Student Records
- 524 – Internet Acceptable Use and Safety Policy
- 604 – Instructional Curriculum
- 610 – Field Trips
- 613 – Graduation Requirements
- 618 – Assessment of Standard Achievement
- 620 – Credit for Learning
- 624 – Online Learning Options
- 701 – Establishment and Adoption of School District Budget
- 706 – Acceptance of Gifts
- 707 – Transportation of Public School Students
- 708 – Transportation of Nonpublic School Students
- 710 – Extracurricular Transportation

Strategic Plan for 2008-09

Curriculum Director Jane Johnson gave a brief overview of the Strategic Plan for 2008-09.

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to approve the 2008-2009 Strategic Plan.

NEW BUSINESS

Breakfast Price

Supt. Klaehn recommended that the adult breakfast price be increased to \$1.50, which is .10 over the state minimum.

A motion was made by Member Kaehler, seconded by Member Johnson and carried unanimously to set the adult breakfast at \$1.50.

Fundraising Requests

A motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to approve the following fundraising requests: Band to sell frozen foods October 14-27 for their trip to Disney World in June 2009 and the Boys' Basketball Team to sell city savings cards to purchase practice jerseys/equipment and pay for tournament fees.

2007-08 Annual Report on Curriculum, Instruction and Student Performance

Curriculum Director Jane Johnson reviewed the 2007-08 Annual Report on Curriculum, Instruction and Student Performance with the Board.

A motion was made by Member Johnson, seconded by Member Kaehler and carried unanimously to approve the 2007-08 Annual Report on Curriculum, Instruction and Student Performance.

Leave of Absence Request

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to grant a maternity leave of absence to VICKY HUMBLE from approximately December 2, 2008 through April 3, 2009.

Consent – Hires

A motion was made by Member Johnson, seconded by Member Kaehler and carried unanimously to approve the following hires: 1) BOBBI GUNDERSON as Behavior Interventionist; 2) GRETCHEN BRINKMAN as Academic Interventionist; 3) CASSANDRA FOGARTY as Instructional Assistant; 4) APRIL COPPOCK as Instructional Assistant; 5) CONNIE CHAPMAN as Cook's Helper; 6) SARAH MOBRY as Cook's Helper; 7) KATIE MAUSETH as Student SACC Worker.

Consent – Accept Donations

A motion was made by Member Andring, seconded by Member Kaehler and carried unanimously to accept the following donations: 1) High School -- a \$50 donation from EYOTA DAYS to Cross Country and \$293.21 from TARGET; 2) Elementary -- \$429.70 from KEMPS.

HEARING OF REPORTS

Superintendent's Report & Communication

Supt. Klaehn provided the following information: 1) He was among a group of superintendents that met with Minnesota Department of Public Safety representatives to discuss the new Type III vehicle requirements. The main concern is the number of employees this applies to, whether or not occasional transportation of students is considered an employee's normal duties, and the cost of implementing the requirements (calculated at \$2.5 million across the state). We have identified 15 to 20 people to be trained and will require a bus driver being hired rather than training some individuals; 2) He was awaiting a new contract from Pepsi. Pepsi had agreed to allow the Food Service Department to purchase Pepsi products at a lower price through their cooperative; 3) He will be presenting a session on superintendent and board relationships at the Minnesota School Board Association phase trainings in December and sought input from the Board; 4) The first school board candidate forum will be held on Thursday, October 9 in Dover at 7 pm with the questions being formulated by Parents and Teachers Together and the event moderated by Pete Stellpflug.

Student Board Member Report & Communication

Travis Schreier shared the following: 1) Boys' soccer was having its best season ever and playoffs will begin the next day; 2) Student Council had been busy with Homecoming preparations. The pizza party had been successful and a good money maker for the group, and the dress up days were well accepted. Mr. John Pittenger had done a good job organizing the parade and there had been good participation by various groups.

Board of Education Committee Reports & Communication

Loftus – Mr. Loftus expressed his appreciation of the informational reports given. In regard to Carrie Frank he said, "Carrie continually pops up as we talk budget – she puts a lot of effort in her division and it seems to pay off for her. I would like to thank her."

Pedersen – Mr. Pedersen relayed that the Negotiations Team had worked diligently with the Teamsters to come to a contract agreement. He expected the Thursday night school board candidate forum to be a good one. He will not be able to attend due to a conflict with a township forum at Dover Town Hall that same evening.

Johnson – Mr. Johnson thanked the parties involved in reporting that evening. He said, "There is a lot coming together. Excellent work. We can give credit to the district to have such dedicated people who work so hard to provide what we do for students and families." Mr. Johnson also relayed that he had attended a technology committee meeting.

Andring – In regard to the audit report, he said that the report "showed that we are a financially smart district." Mr. Andring also thanked everyone for their work on the bond sales and added that the district "came out as good as can be expected."

Pagel – Gary Woodward of the Hiawatha Valley Education District will be seeking a replacement for retiring and the board will be seeking a replacement. In regard to the Three Rivers Conference annual meeting hosted at Dover-Eyota, he said, "Food Service put on a wonderful feed for the attendees." Topics at the meeting included playing time and parent /coach communication.

ADJOURNMENT

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to adjourn the meeting at 10:43 PM.

Daniel A. Johnson, Clerk
Cb