

REGULAR BOARD MEETING MINUTES

Monday, August 13, 2007

Vice Chair Loftus 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, Judy Brandt, Dan Johnson (7:06 PM), Ed Kaehler, Gene Loftus, Ron Pagel (8:47 PM), Gary Pedersen, and Superintendent Bruce Klaehn. Absent: none. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Chris Berg, Gerry Bermel, Gary Betcher, Jim Dusso, Sheriff Steve Borchardt, Jane Johnson, John Ostrowski and Troy Seelhammer.

The Pledge of Allegiance was recited.

Approve Agenda

Supt. Klaehn advised of changes to New Hires, item 11g and asked that Lucas Ramthun be removed as the new C Girls' Soccer Coach and that Robert Wilson be added as the new Custodian.

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

Visitors to Address the Board

No visitors wished to address the Board of Education.

Board Minutes

A motion was made by Member Kaehler, seconded by Member Brandt and carried unanimously to approve the July 16, 2007 Board Minutes.

Regular District Bills

A motion was made by Member Pedersen, seconded by Member Brandt and carried unanimously to approve the Regular District Bills totaling \$130,371.67.

Special District Bills

A motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to approve the Special District Bills totaling \$129,391.91.

Treasurer's Report

A motion was made by Member Andring, seconded by Member Brandt and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$2,661,685.26, as well as the July electronic transfers.

City of Eyota/County Sheriff: Shared Law Enforcement Officer

Olmsted County Sheriff Steve Borchardt talked about a proposed shared law enforcement officer. Since 1973, 40 hours per week of law enforcement coverage (approximately 4 hours per day) had been provided to the cities of Dover and Eyota. For more than a year, the school administration and the City of Eyota had been discussing the possibility of increasing that coverage. Sheriff Borchardt also talked about cultivating relationships with the students and community members and having a general sense of readiness for a mass casualty. Cost of a full-time officer would be approximately \$90,000 and previous discussions had included the possibility that this cost could be shared by the City of Eyota, the school district and the county.

Gerry Bermel, representing the City of Eyota, gave his perspective of the proposal. Speeding and reckless driving in the city had prompted a discussion by the Eyota City Council about increasing law enforcement coverage. He talked about the positive public relations and the benefit to the students by hiring a full-time officer. He felt that area counties might take more ownership since there were many open enrolled students attending Dover-Eyota Schools. Mr. Bermel relayed that the City of Dover felt that they had adequate law enforcement coverage and was not interested in being involved in the proposal.

A lengthy discussion included the possibility that the school district would have input in hiring a full-time, seasoned officer who would have home bases in the Eyota City Hall and in one of the school buildings. This individual would spend 50% of their time in school developing programs, working with students and staff, and being a presence where needed. Sheriff Borchardt answered questions of the Board regarding service and

coverage and partnering to fine tune a contract. If an agreement were reached, an officer would be implemented the first of the year.

The School Board acknowledged that they were interested in the proposal and would continue the conversation at their Board Retreat on Monday, August 20, 2007.

Energy Services

Board Members Don Andring and Gene Loftus had met with the Energy Services Group (ESG) representatives. Mr. Loftus indicated that ESG had pinpointed problem areas and had provided remedies that would provide costs savings. He suggested that ESG bring forward a revised proposal to the Board in order that they could better understand the need and the necessity to spend funds on such a project.

Supt. Klaehn relayed that the original plan had been slated to cost \$2.5 to \$3 million; however, the custodians had prioritized the items and reduced the cost with possible implementation over the next 10 to 15 years. If bundled together, most costs could fall under Health & Safety funding.

It was determined that ESG would meet with the School Board at a special meeting in September. This meeting would also include discussion about the proposed elementary building project.

CABINET COMMUNICATIONS

Elementary Principal – Jeanne Svobodny had the following items to share: 1) She had been busy interviewing and hiring staff and had several positions yet to fill (Footsteps Child Educator, Instructional Assistants, and half-time Art Instructor); 2) Mrs. Svobodny had been finalizing schedules (specialists, lunch, etc.) and giving many tours of the elementary. Enrollment numbers were increasing and she and Secretary Marlys Tritten were monitoring them daily; 3) In July, she had accompanied seven teachers to a weeklong Responsive Classroom training and relayed that three more staff members would be trained that week. The program had been implemented last year and worked “wonderfully” as reflected in reduced discipline referrals. The program helped build a community within the classroom with all students developing a sense that they belonged to that classroom; 4) Thanked the Board for the opportunity to attend the principals’ academy which had been a stimulating experience with a mixture of elementary, middle school and high school principals from both rural and metropolitan areas; 5) Walls and windows were being installed to enclose some elementary classrooms and the multi-age room would soon receive new carpet. She thanked the elementary custodians for their work in moving a tremendous amount of classrooms that summer.

High School Principal – Todd Rowekamp shared the following: 1) Relayed that the 7th grade class was now close to 100 students and a whole day of activities was planned to orient them to the high school and get them off to a good start. Activities would include a Courage Retreat organized by Social Worker/Dean of Students Katie Johnson, followed by a mock school day wherein they would visit their classrooms and teachers. A pizza dinner would be provided and then the Open House would begin that would include a session in the auditorium for students and parents about band, activities and highlights of student handbook; 2) As part of his administrative internship, John Ostrowski had coordinated the interviewing and hiring process for the new Social Studies Instructor (Joshua Olson). The high school and elementary were jointly interviewing for a 6th grade and two Learning Center Instructional Assistants. Ag Instructor Jacob Robinson was assisting him in interviewing three applicants for Applied Technology (advanced welding class). Since no licensed individuals had applied, the position would be filled with a community member with expertise and an expert license would be sought from the state. A Health Instructional Assistant still needed to be hired, either part-time or full-time, depending on the top candidate’s desire to assist or replace Michelle Rovelstad; 3) No one had attended a presentation on helping kids cope with grief, organized by Katie Johnson. The hospice organization giving the presentation had rescheduled to give a presentation to staff on August 29. This would also qualify as mental health training for staff licensing purposes; 4) He and several high school staff had attended (and would attend 5 more sessions of) training at the Southeast Service Cooperate for building an effective site leadership team and understanding and interpreting data; 5) Relayed that, for 5 years, he had worked in a high school with a police resource officer who had been available on a daily basis. The school district had found it to be an effective use of resources and a helpful source of expertise (i.e., safety). Some students who wouldn’t talk to school administration were able to trust a law enforcement officer. Having such a resource at Dover-Eyota would provide the flexibility to adequately cover events and issues; 6) John Ostrowski relayed that a parent meeting for 6th grade had been held at the high school, followed by a tour of the Media Center, classrooms, Commons, gym, and special areas (Art, band). Sixth graders and their parents would be receiving a letter about the upcoming Open House. Mr.

Ostrowski relayed that the students were excited about the opportunity to be at the high school and more concern had been expressed by the parents than by the students about the relocation. Principal Rowekamp added that he had received a lot of positive comments and no concerns about 6th grade being at the high school; 7) Mr. Rowekamp thanked Mr. Ostrowski for obtaining quotes and organizing the installation of blinds on the north side of the high school building so that the rooms could be darkened for better use of technology (SmartBoards, computers, etc.); 8) The new teachers would be on site Monday, Tuesday and Friday the following week and attending Kevin Feldman workshops on Wednesday and Thursday where they would learn about integrating reading strategies.

Activities/Capital Projects Director – John Ostrowski had the following items to report: 1) Capital outlay projects that had been completed included 88 new lockers being installed at the high school, abatement of high school asbestos floor tile being completed, and new tile being installed. New carpet in parts of the elementary would be installed that week and the walls/doors/windows enclosing elementary classrooms would also be completed that week. Twenty-seven sets of blinds had been installed in the high school media center and upstairs classrooms and a wall had been added to the server room to provide an office for Loren Kiefer. A gym divider would be installed in the elementary during MEA break; 2) Fall sports had begun and participation numbers were: 44 girls for soccer, 72 boys in grades 9-12 football, 61 boys in grades 7-8 football; 31 students in grades 7-12 cross country, 37 girls in grades 9-12 volleyball and 28 girls in grades 7-8 volleyball. A fall sports meeting had been held on August 7 and Mr. Ostrowski reviewed with the Board part of the handout from that meeting; 3) Explained the process in hiring a “C” Soccer Coach (Joe Baures) and “C” Volleyball Coach (MacKenzie Lund).

Customer Compliment, Concern, Complaints

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

Chair Pagel arrived at 8:47 PM, thanked Vice Chair Loftus for running the meeting, and began presiding over the meeting.

OLD BUSINESS

Second Reading and Approval of the 2007-2008 Handbooks

Principals Svobodny and Rowekamp talked about additional changes to their handbooks.

A motion was made by Member Andring, seconded by Member Brandt and carried unanimously to approve the following handbooks:

- Food & Nutrition Department
- Elementary Parent/Student
- 6th Grade Student/Parent
- Elementary Staff
- Elementary Substitute Teacher
- Elementary Paraprofessional
- High School Coach
- High School Athletic & Activities
- High School Parent/Student
- High School Staff

Status of Extra Curricular Duties in Master Agreement

Supt. Klaehn reminded the Board that they had discussed extra curricular duties in their closed session at the July Board meeting. The Minnesota School Board Association had recommended that this schedule not be included in the Master Agreement; however, they felt that if the staff wanted it included, it may not be worth a battle to remove the schedule. Mr. Klaehn relayed that the school district did not need to negotiate these rates and that adoption of a miscellaneous payment schedule would allow the Board to make revisions as needed at their yearly organizational meeting. He would bring a proposal to the September regular Board meeting.

A motion was made by Member Pedersen to **not** include these rates in the Master Agreement, to formulate a miscellaneous payment schedule, and have Supt. Klaehn bring forward a proposal at the September Board meeting that would be effective through the end of the calendar year and be revisited at the

January organizational meeting. The motion was seconded by Member Loftus and a vote on the motion was carried unanimously.

Approval of 2007-2008 and 2008-2009 Bus and Van Driver Agreement

Supt. Klaehn relayed that Dan O’Neill, representative of the bus and van driver group, had relayed their appreciation of the proposed agreement and had felt that it was a statement of support by the school district. The individuals had asked that quarterly meetings of bus drivers and administrators be arranged so that they were a part of a team and could discuss issues.

A motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to approve the 2007-2008 and 2008-2009 Bus and Van Driver Agreement.

NEW BUSINESS

Approve Fundraising Requests

A motion was made by Member Johnson, seconded by Member Pedersen and carried unanimously to approve the following fundraiser requests: the annual magazine sale by the CLASS OF 2012 (8th graders); cookie dough sale by the CHOIR; calendars by the CLASS OF 2008 (seniors); and, t-shirts and sweatshirts by the GIRLS’ BASKETBALL team.

Proposal to Replace Position Vacated by Deb Meyer’s Resignation

Principal Jeanne Svobodny and Curriculum Director Jane Johnson explained the proposal to replace the position vacated by Deb Meyer with an Elementary Administrative Assistant. This individual would be a substitute teacher for the district and perform the duties of district assessment under the direction of Mrs. Johnson. Freeing up Mrs. Johnson from assessment duties would allow her to be the elementary backup administrator in Jeanne’s absence (i.e., when she performed her new duties as administrator of the preschool programs in Dover). The proposal also included adding 2 hours to an instructional assistant to aide Mrs. Svobodny with special projects and possibly be trained in the MARSS student data process.

Supt. Klaehn explained that, under this proposal, Mrs. Johnson would spend more quality time with teachers on curriculum and less time on testing and Mrs. Svobodny would spend more time on administrative duties and less time on secretarial duties (newsletter, etc.). He indicated that the Elementary Administrative Assistant position would be offered to Wanda Hanson, a long-time, respected and effective substitute teacher for the school district. Supt. Klaehn sought approval to move forward with formulating a year-long contract.

A motion was made by Member Loftus, seconded by Member Pedersen to accept the proposal to hire an Elementary Administrative Assistant. A roll call vote was taken with the following voting in favor of the motion: Brandt, Andring, Pagel, Johnson, Pedersen and Loftus. Those voting against the same: Kaehler. The motion carried 6 to 1.

Administration and Contracts for Proposed Building Project

Supt. Klaehn talked about the various ways that a building project could be administered (i.e., construction manager supplied by the architect or an independent construction manager hired by the school district) and the accountability and cost control factors. Chair Pagel felt that much depended on the type of individual in the position, not necessarily for what firm they worked. He and Member Johnson felt that DLR Construction Manager Keith Stockman had done an excellent job during the high school project. Member Kaehler felt that an independent construction manager would be more beneficial and less expensive.

It was determined that the September special meeting would include fact finding (i.e., DLR Group construction manager, general contractor and an independent construction manager) and discussion about how to proceed with administration of the building project.

2007-2008 Enrollment Update and Assumption Changes

Supt. Klaehn provided an enrollment update and brought forward the following recommended changes in the class size guidelines as listed in the 2007-2008 Board Assumptions:

	Highest Avg.	Avg.	Lowest Avg.
Kindergarten <i>Kindergarten and Grade 1</i>	24		18
Grades 1-4 <i>Grades 2-4</i>	26		20
Grades 5,6	30		23
Gr 7-12 w/o band, choir, phy ed	33	25	15
Gr 7-12 w/band, choir, phy ed	70	33	20

Average Total Class Size – Size may not be over 28 students

The Board and administration held an extensive discussion about class size, enrollment and changing the assumptions.

A motion was made by Member Andring, seconded by Member Kaehler to change the class sizes in the Board Assumptions as indicated above. A roll call vote resulted in the following voting in favor of the motion: Brandt, Andring, Pagel and Kaehler. Voting against the same were Loftus, Pedersen and Johnson. The motion passed with a vote of 4 to 3.

Leave of Absence Request

A motion was made by Member Brandt, seconded by Member Andring and carried unanimously to grant a maternity leave of absence to JILL DAVIS from approximately November 12, 2007 through April 4, 2008 (second and third quarters).

Consent – Accept Resignations

A motion was made by Member Pedersen, seconded by Member Johnson and carried unanimously to accept resignations from the following employees: SARAH BRONK as Social Studies Instructor, MICHELLE COCHRAN as Elementary Art Instructor, SHYANN ELLIOTT as Instructional Assistant, FLORENCE ANDERSEN as LRP Instructional Assistant, and CONNIE REITER as Footsteps Instructor.

Consent – Approve New Hires

A motion was made by Member Brandt, seconded by Member Loftus and carried unanimously to approve the following new hires: JOSHUA OLSON as Social Studies Instructor, MANDY RUPPRECHT as long-term Vocal Music Substitute Instructor, HOLLY FEAKES as Early Morning SACC Worker, PAM WALSH as Instructional Assistant, MARY HANSEN as Instructional Assistant, and ROBERT WILSON as Custodian.

Consent – Accept Donations

A motion was made by Member Kaehler, seconded by Member Johnson and carried unanimously to accept the following donation and direct the administration to send a thank you letter: EYOTA DAYS donated \$200 to the Class of 2008, \$100 to Cross Country and \$200 to Cheerleading.

HEARING OF REPORTS

Superintendent's Report & Communication

Superintendent Klaehn shared the following items: 1) Background checks were being expanded by using Orange Tree services for regular, new employees. Background checks on substitutes would continue to be provided by the Minnesota Bureau of Criminal Apprehension; 2) In regard to the elementary wall project, three estimates had been received for labor and construction materials, two estimates had been received for doors, and one estimate had been received for windows. The project was proceeding and questions about mechanical needs were still being ironed out; 3) Adult lunches were currently at \$2.70 per meal, the state requires that \$2.78 per meal be charged, and he recommended that the school district charge \$2.80 per meal. Supt. Klaehn expressed concern about the Food Service budget due to food costs being \$15,000 higher than expected. He indicated that the possibility of increasing student prices would be discussed at the School Board Retreat on August 20; 4) Art Brookins had determined that there was no tiling under County Road 142 and Mr. Klaehn was given permission to seek quotes for installation of tile in that area; 5) In regard to the track cooperative with St. Charles, the consensus at a meeting of representatives from both schools was that the cooperative would remain intact. Mr. Klaehn thanked coaches Tim Andring and Cory Andring for bringing the discussion forward.

Board of Education Committee Reports & Communication

Brandt – Considering the construction being done at the elementary, Ms. Brandt wondered if additional staff were required to help the elementary custodians prepare for the start of school. John Ostrowski relayed that High School Director of Custodial Services Gary Franzen's high school staff would assist the elementary staff, if needed.

Andring – Mr. Andring would be attending a Southeast Service Cooperative meeting the following week.

Loftus – In regard to the track meeting with St. Charles representatives, Mr. Loftus hadn't seen any indication by the St. Charles School Board that they wished to dissolve the cooperative. There had been "good conversation" at the joint meeting.

Pedersen – Asked Mr. Ostrowski if the Minnesota State High School League would have an upcoming meeting.

Kaehler – In regard to the elementary playground and larger rocks making their way to the top of the pea rock, he indicated that the large rocks would need to be removed before more pea rock were added as the rocks would just make their way back to the surface again.

Johnson – Felt that the handbooks relayed how parents could pay for lunches (meal pay on web, etc.) but should also explain to parents how to deal with extra money in the account (i.e., move to another student’s account, receive a refund, etc.). Member Johnson commended Principal Rowekamp, John Ostrowski and Jim Dusso for “going the extra mile” and added that it was “indicative of the fairness” used when hiring new staff. The Governor had been active in the Science, Technology, Engineering and Mathematics (STEM) program to ensure that our nation had a continuous supply of creative, well-trained individuals who had hands-on training. Mr. Johnson said, “We don’t want our kids to be afraid of higher mathematics and higher concepts/discovery.”

Pagel – Mr. Pagel had been unable to attend the Hiawatha Valley Education District meeting and would be attending a Three Rivers Conference meeting the following week. He thanked the Board members and administrators who had participated in the Eyota Days parade.

ADJOURNMENT

A motion was made by Member Johnson, seconded by Member Pedersen and carried unanimously to adjourn the meeting at 10:45 PM.

Daniel A. Johnson, Clerk
CB