

# **REGULAR BOARD MEETING MINUTES**

Monday, March 12, 2007

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:13 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Judy Brandt, Dan Johnson, Ed Kaehler, Gene Loftus, Ron Pagel, Gary Pedersen (7:38 PM), Superintendent Bruce Klaehn and Student Board Member Kim Andring. Absent: none. Also in attendance were Principal Jeanne Svobodny, Principal Todd Rowekamp, Chris Berg, Gary Betcher, Wayne Ellringer, Gary Franzen, Jane Johnson, Sheri Moen, John Ostrowski, Tom Surprenant and Al Trogstad.

The Pledge of Allegiance was recited.

## Approve Agenda

Superintendent Klaehn asked that the consideration of the sixth grade relocation to the high school be moved in the agenda so that it was addressed directly after the Consent – Business Items.

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

## Visitors to Address the Board

There were no visitors wishing to address the Board.

## Consent – Business Items

With Members Andring and Brandt abstaining, a motion was made by Member Johnson, seconded by Member Loftus and carried unanimously to approve the following: 1) February 12, 2007 Regular Board Meeting Minutes; 2) Regular District Bills totaling \$177,449.74; 3) Special District Bills totaling \$189,970.34; and 4) the Treasurer's Report with liquid assets totaling \$2,429,182.73 as well as the February electronic transfers.

## Sixth Grade Relocation to the High School in the Fall of 2007

Superintendent Klaehn directed the Board to the summary sheet of the work the committee had done regarding the relocation of the sixth grade to the high school in the Fall of 2007. Principal Jeanne Svobodny, Principal Todd Rowekamp and High School Counselor Tom Surprenant answered questions of the Board.

A motion was made by Member Andring, seconded by Member Kaehler and carried unanimously to proceed with plans to relocate the sixth grade to the high school in the Fall of 2007.

## **CABINET COMMUNICATIONS**

High School Principal – Todd Rowekamp shared the following: 1) Parent/Student/Teacher Conferences the previous week had gone smoothly and the heaviest attendance had been on Tuesday night; 2) On March 6<sup>th</sup>, Tom Surprenant conducted a meeting for 8<sup>th</sup> graders and their parents during conferences; 3) The Olmsted County Sheriff's Department had sponsored Retro Bill, a national DARE speaker from California, who gave an anti-drug, anti-violence message to 7-9<sup>th</sup> grade students; 4) For the past year, Mr. John Pittenger's class had been pen pals with students from Belle High School in Los Angeles, a school with a 99.9% Latino population. The teacher and several students recently visited DEHS where they met with Ms. Nett's Spanish students to converse in Spanish, and they talked with their pen pals from Mr. Pittenger's class about the similarities and differences between their school and DEHS. They also visited a local dairy farm; 5) A Senior College Day was scheduled for April 24, a day when many other grades were scheduled to take MCA II exams. The seniors would not be required to attend school and would be encouraged to contact colleges to prepare for their future; 6) The senior class boat trip was scheduled for May 25 and a parent letter would be sent by senior class officers and advisors. The School Board felt that, since the trip had been successful in the past, the administrators, rather than the Board, could approve this year's activity.

Elementary Principal – Jeanne Svobodny reported the following: 1) Retro Bill had also related well with the 5<sup>th</sup> and 6<sup>th</sup> grade student as he talked about building self esteem and how to handle bullying; 2) All of the special education departments in the Hiawatha Valley Education District had been monitored by the state department. They reviewed records and held site visits at each school district where they met with special education staff, met some special education students, toured facilities and shared the direction of the federal

government in regard to special education. One of the monitors noted the calm atmosphere in the elementary building and indicated that everywhere he went, teachers had been teaching and students had been engaged in learning. Mrs. Svobodny thanked the special education teachers for doing a “fabulous” job of being prepared for the audit; 3) Conferences had gone well and some conferences were still being held; 4) The elementary students had enjoyed the pepfest held for the wrestlers as they headed to state competition; 5) The elementary music program for 1<sup>st</sup> through 4<sup>th</sup> grade was planned for March 29; 6) Mrs. Svobodny was planning staff activities for the two-hour late start on March 21 and the half day of inservice on April 5.

Activities Director – John Ostrowski shared the following: 1) Pepfest and welcome home activities had been held for the Dance Team and Wrestling Team as they advanced to state competition; 2) Events hosted by DE this winter included Section IAA Girls’ Basketball, Section 1A Boys’ Basketball, a 7-8<sup>th</sup> grade boys’ and girls’ basketball tournament (20 teams), Section team wrestling, and the DE Dance Team Invitational; 3) Due to the wrestling ban, the local Wrestling Parents’ Night had been cancelled; 4) Spring sports starting up included softball (56 participants), baseball (70), track (48), and golf (30); 5) In response to a question from Member Kaehler, Mr. Ostrowski indicated that, as a continuous improvement process, coaches were evaluated on their strengths, weaknesses and opportunities for improvement. Mr. Kaehler recommended that students and parents be surveyed to determine how the sports in general were being perceived; 6) In response to a concern from Member Kaehler that the section pays less for holding events at DE than they do at Mayo Civic, Mr. Ostrowski would get the requested data and report back to the Board.

Food & Nutrition Director – Sheri Moen, who would be leaving the school district to accept a position in Cambridge-Isanti Schools, told the Board how much she enjoyed working at Dover-Eyota. She would miss all the different friendships and administrative staff and was appreciative of the support she had received from Superintendent Klaehn and the School Board.

Superintendent Klaehn thanked Mrs. Moen for her dedication and added, “The DE Food Service is among the highest around and you have a lot to do with that.” Member Brandt indicated that she had been hesitant when the position of Food & Nutrition Director had been created and told Ms. Moen that she had been a “wonderful addition” to the school district. Member Andring relayed that the students “loved” the meals and that Mrs. Moen would be “sadly missed.” Member Loftus was most impressed by Mrs. Moen’s participation in the formation of a food cooperative with other school districts and said, “It takes a lot of energy...thank you!” Member Johnson told her that she had raised the level of professionalism in the food service field and added, “The kids are satisfied, eating and not complaining...that alone is a high compliment. We appreciated the variety of foods offered and your promotion of the department. We will really miss you.” Member Pedersen expressed his appreciation of the fact that Mrs. Moen took the district “where we wanted to be,” hoped that her type of leadership would continue, and wished her good luck. Member Pagel expressed his appreciation for all of her improvements in the Food Service Department and said, “When Sheri came to DE, she wasn’t looking for a job then either, but we were fortunate to capture that time of having her on staff.”

#### Customer Compliment, Concern, Complaints

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

## **REPORTS**

### Update on the 2006-2007 Action Plans

The following Cabinet members updated the School Board on the status of their 2006-2007 Action Plans: High School Custodial Director Gary Franzen, Elementary Custodial Director Wayne Ellringer, Transportation Director Al Trogstad, Food & Nutrition Director Sheri Moen and Curriculum Director Jane Johnson.

Superintendent Klaehn relayed to the Board the difficulties they had experienced with the snow removal contractor after the last snow storm. The contractor had sought permission to move the large mounds of snow to regain back all of the parking spaces, but had failed to follow through. The district had hired a local farmer to deal with the concern.

## **OLD BUSINESS**

### **Second Reading and Approval of the 2007-2008 Board Assumptions**

Superintendent Klaehn advised that only a few changes had been made to the assumptions since the first reading held in January; however, one big change had been made in capital expenditure. In the past, there had been a “wish list” included in the assumptions and the administration had determined what items would be purchased in any given year. Superintendent Klaehn explained his proposed schedule for all of the capital expenditure purchases so that there would be more district-wide use of the funds. Member Kaehler felt that the schedule would not allow flexibility in determining items to be purchased and Superintendent Klaehn indicated that was the purpose of the reserve amount.

A motion was made by Member Andring and seconded by Member Brandt to approve the 2007-2008 Board Assumptions as presented (Attachment A). A roll call vote was taken and the following voted in favor of the motion: Loftus, Pedersen, Johnson, Pagel, Andring and Brandt. Those voting against the same: Kaehler. The motion carried 6-1.

### **Second Reading and Approval of the Final 2007-2008 and Tentative 2008-2009 Calendars**

Superintendent Klaehn presented the latest version of the Final 2007-2008 Calendar and Tentative 2008-2009 Calendar.

A motion was made by Member Pedersen and seconded by Member Brandt to approve the Final 2007-2008 Calendar and Tentative 2008-2009 Calendar. Discussion included the fact that, if legislation allowed starting school before Labor Day, the 2007-2008 Calendar might be adjusted (depending on the timeline of the decision) and the 2008-2009 Calendar would be adjusted. A vote was taken on the motion, which carried unanimously.

## **NEW BUSINESS**

### **First Reading of the 2007-2008 Preliminary Budget**

Superintendent Klaehn presented the 2007-2008 Preliminary Budget for the Board’s first reading. The Budget would be brought back to the May meeting for the second reading and possible approval.

### **First Reading of Two New Policies**

Superintendent Klaehn indicated that the policies brought forward were not Minnesota School Board Association policies. Rather, they were policies to “clean up” some processes. The Board reviewed and discussed the following proposed new policies:

- 298 – Use of E-Mail by the Board of Education
- 499 – Hiring Policy Relating to Criminal Background Checks

Mr. Klaehn would seek legal advice on the wording of the policies and the definition of “felony” and “sexual nature.”

### **Consider a March Board Retreat**

The Board tentatively set a Board Retreat for Monday, April 2. (It was later determined that not all Board members would be available that evening and a new date would be set.)

### **Class of 2007 Request for Fourth Quarter Open Campus**

Principal Todd Rowekamp would set criteria (i.e., grades, attendance, conduct, complying with parameters of open campus, parent permission, etc.) for seniors seeking open campus and recommended that it be granted to the Class of 2007.

A motion was made by Member Andring to grant the Class of 2007 open campus during fourth quarter and also giving Principal Rowekamp the discretion to cancel the privilege for the entire senior class at any time. The motion was seconded by Member Loftus.

Supt. Klaehn relayed that this school year there had been more concerns expressed than in the past about the way students were driving. He recommended that law enforcement be made aware of our students having open campus privileges and also recommended relaying to the students that, if the community expresses concern about student traffic, open campus could be discontinued.

A vote was taken on the motion which carried unanimously.

### Consent – Personnel

A motion was made by Member Pedersen, seconded by Member Brandt and carried unanimously to accept the resignation of Food & Nutrition Director SHERI MOEN and approve hiring GRACE CONKLIN as a supplemental music lesson instructor.

### Consent -- Accept Donations

A motion was made by Member Kaehler, seconded by Member Johnson and carried unanimously to accept the following donations and direct the administration to send thank you letters: 1) High School - \$100 from KWIK TRIP and \$100 from BRIAN & MONICA SKALISKY to the Drama Club; 2) Elementary - \$250 for the DARE program from the OLMSTED COUNTY DEPUTY'S ASSOCIATION; \$874.90 in Milk Moola Redemptions from KWIK TRIP; and \$1,220.07 from the APACHE MALL via the Cash Back for Schools Program.

## **HEARING OF REPORTS**

### Superintendent's Report & Communication

Superintendent Klaehn shared the following items: 1) The Minnesota School Board Association would be holding a Day at the Capitol with a joint legislative conference and Members Kaehler, Pedersen and Loftus would join Superintendent Klaehn for the Thu., March 29<sup>th</sup> meetings; 2) The school district would join a technology wide-area network of schools which would allow expansion of our Internet services from the current T-1 line to 10.0 meg services. It would also allow the district to generate per-student dollars from the state; 3) He would be attending the state superintendent conference March 15-16; 4) A Facility Assessment Committee meeting was set for Mon., March 19 at 6 PM and Charles Orton of the DLR Group would bring information focusing on expanding the elementary. Eventually, the group would also explore other options; 5) Building tours would be held at 6:30 PM on upcoming Board meeting nights (April - high school, May - elementary and June – Dover) and the Board meetings would begin at 7:30 PM; 6) The Food & Nutrition Director position had been posted and an internal hiring committee would be formed; 7) Provided a legislative update from the Minnesota Rural Education Association.

### Student Board Member Report & Communication

Student Board Member Kim Andring relayed the following: 1) The Dance Team placed 12 out of 12 in both jazz and kick at state competition. The Wrestlers lost both of their state matches; however, the first one had been very close; 2) The Girls' Basketball team were the co-conference champs but lost their first playoff game in sub-sectional competition; 3) The Boys' Basketball team had a tough year and ended up with improvement; 4) Math League was headed to state competition. The Knowledge Bowl team won subsections and would be advancing to section competition. Five FCCLA members would be competing at state; 5) FFA would be holding their annual banquet on Mon., April 2 and attend their state convention April 22-24; 6) The Student Council had been working on changing the coronation process. Attendance at their semi-formal dance was low; however, those who attended had fun; 7) The Council had heard good things about the waffle supper held one night during conferences; 8) The students enjoyed the recent snow days but did not enjoy making one up on Fri., March 9; 9) Upcoming events included a Choir concert on Tue., March 20 and a Band concert on Tue., March 27. Mr. Ron Haugen had taught Choir one day the previous week and a band director from Mankato State would assist both the Band and Choir with contest meets; 10) Seven girls had participated in the Close Up trip and arrived back in time to enjoy the snow; 11) A student versus staff basketball event had been cancelled because it conflicted with township elections.

### Board of Education Committee Reports & Communication

**Brandt** – Congratulated the sporting and academic teams on their successes. After meeting with the Student Council that evening and hearing how they must fundraise to provide services and activities for the students, Ms. Brandt suggested that the Board consider giving the group seed money each year. She also relayed her pride in the Student Council for hosting blood drives, saying that it was “great” to see kids start this activity at a young age.

**Johnson** – He would be attending a Technology Committee meeting and a Facilities Committee meeting. Mr. Johnson extended his congratulations to the sports teams and all of the academic teams on their accomplishments.

**Loftus** – Congratulated the sports teams, Math League team and all of the other academic teams. Mr. Loftus added, “Hearing Kim (Andring) talk about the successes of the Math League and Knowledge Bowl shows that we offer a well-rounded education system. These teams are not just participating, they are winning!”

**Pedersen** – Apologized for being late to the meeting due to the fact that he had been the speaker at a meeting of the SE Minnesota Ag Alliance Group.

**Pagel** – Congratulated the athletic and academic teams. The Hiawatha Valley Education District meeting had been cancelled due to the weather and he would be attending an HVED negotiations meeting the following evening. He had been unable to attend a Three Rivers Conference meeting.

**Andring** – Had recently reviewed the mock OSHA walk through and relayed that most of items of concern had been resolved. The Southeast Service Cooperative was in the process of seeking health contract bids and health and safety program bids. Congratulated Brad Morgan for being named the Section Coach of the Year. Mr. Andring said, “Everyone’s involvement in all of the programs shows how we pay a lot of attention to details and don’t let things slide by.”

**Kaehler** – Would be attending a Facilities Assessment Committee meeting. Mr. Kaehler hoped that the Math League and FCCLA would receive the same type of pepfest and student acknowledgement that the wrestling and dance teams had received. He added, “We are here for both education as well as sports.”

### **ADJOURNMENT**

A motion was made by Member Kaehler, seconded by Member Johnson and carried unanimously to adjourn the meeting at 11:14 PM.

Daniel A. Johnson, Clerk  
Cb

2007-08 Dover-Eyota School Board Assumptions  
Board Approved March 12, 2007

2007 - 2008 Budget Revenues

**1. Enrollments:**

2/15/07 Weight Factor	2006-2007 Total Enrollment	2006-2007 Weighted (AMCPU*)	2006-2007
Kindergarten	.557	96	53.5
Grades 1-3	1.115	269	300.0
Grades 4-6	1.06	250	265.0
Grades 7-12	1.30	483	627.9
Total		1,098	1246.4

  

Projected 2007-08 Weight Factor	2007-2008 Total Enrollment	2007-2008 Weighted (AMCPU*)	2007-2008
Kindergarten	.557	96	53.5
Grades 1-3	1.115	280	312.2
Grades 4-6	1.06	237	251.2
Grades 7-12	1.30	510	663.0
Total		1,122	1279.9

NOTE: Pre-K Counts are highly unpredictable for our district. They are not included in these assumptions, but will provide a revenue "cushion" for other unexpected revenue losses.

2006-2007 Present Pupil Units (12/20/06)	1,246.4
2007-2008 Anticipated Pupil Units	1,279.9
Increase	33.5

**2. General Education Revenue Summary:**

- a. The Basic Formula Allowance is currently at \$4,974 PPU. While it is likely to increase in the 2007 legislative session, our Preliminary Budget will use the current figure, as well as current pupil weights.
- b. Approximate General Ed. Revenue Restrictions & Uses:
  1. Staff Development (2% of Gen. Ed.) - Staff Training - \$125,000
  2. Learning & Development (K-6 WADM's) - Elem. Class Size - \$250,000
  3. Basic Skills (F/R Lunch #'s) - ADED Kind./JH Reading. - \$65,000
  4. Gifted & Talented (K-12 WADM's) - Academic Competitions - \$11,520
  5. Operating Capital (Bldg. Age) - Capital Expenditures - \$260,000
  6. (NEW) Deferred Maintenance (Bldg. Age) - Repairs - \$68,000
3. All Federal aids will be assumed equal to 2006-07 levels.
4. Athletic fees (7-8 @ \$50, 9-12 @ \$75) and admissions remain the same.
5. Special program revenues will attempt to cover 100% of the special program expenditures (i.e., Footsteps, Community Education classes, Title programs, etc.).
6. Estimated interest revenue is based on a rate of 4%.
7. Lunch and breakfast meal prices will remain at: Lunch - \$1.45 elementary, \$1.70 high school, and \$2.70 adults; Breakfast - \$1.00 elementary and high school, and \$1.35 adult.
8. 10% of all utilities & a portion of support services will continue to be charged to food service.

- The post secondary education options program participation will be assumed to be at 12, and will reduce district revenue accordingly.

2007-2008 Budget Expenditures

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

	<u>Highest Avg.</u>	<u>(Av)</u>	<u>Lowest Avg.</u>	
Kindergarten		24		18
Grades 1-4		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

Highest Average Lowest  
Average Total School Class Size - Size may not be over 28 students

- Staffing costs for 2007-08 are based on negotiated contracts for Teamsters, Cabinet and Central Office staff, and are kept at 2006-07 levels for bus drivers and teachers, pending negotiation of new agreements.
- The District will strive to achieve 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 at the Dover site), 1.5 social workers, 1.0 psychologist/dean of students, .5 media generalist;  
High School: 1 bldg. principal, 2 secretaries, 1 counselor, 1 dean of students/social worker, 1 media asst., 1 lead custodian, 3.0 custodians, .75 schoolkeeper (housekeeper), .81 health assistant, .5 media generalist;  
Dover Building (LRP and ECFE): .5 LRP & 1.0 ECFE licensed staff, and instructional assistants based on student enrollment.  
District Wide: 1 accounting assistant, .5 accounts payable, 1 **Eagle**/community education/district office secretary, .25 **Eagle** reporter, 1 superintendent's secretary, 1 business mgr., 1 superintendent, 1 activities director/community services coordinator, 1 curriculum/continuous improvement/staff development/gifted & talented coordinator, 1.6 technology support staff; 11.8 FTE Special Education instr. Staff.  
Food Service: 1.0 director, 2 lead cooks @ 15 hrs./day, 2 cooks @ 15 hrs./ day, and cook's helpers including satellite cook to total 35 hrs./day.  
Transportation/Grounds: 1 director, .75 grounds, bus drivers as needed.
- All utility costs will be maintained at the 2006-07 budgeted levels.
- Supply budgets will be maintained at revised 2006-07 levels:
 

Elementary	\$ 82 Per AMCPU
High School	\$102 Per AMCPU
Custodial	\$.255 Per Sq. Ft.
Grounds	\$ 5,200
Transportation	\$10,500
- Athletic, co-curricular activities and extra-curricular activities program budget will be increased slightly from \$52,000 to \$55,000 (includes referees, extra curricular workers, phone, supplies, uniforms, coaching clinics, travel, etc.). Transportation costs, including

drivers' salaries and fringes, will be \$32,000, pending new contract figures.

7. The General Fund Contingency account is budgeted at \$25,000.
8. Misc. expenditures, misc. supply budgets and purchased services will be maintained at 2006-07 budget levels.
9. Food and milk costs will increase by 2% over 2006-07 budgeted amounts.
10. Technology will remain at \$25,000 for services, supplies, repairs, etc.
11. All repair & maintenance will remain at the 2006-07 revised levels, Custodial at 10.5 cents/sq. foot: \$10,132 at the elementary (96,500), and \$15,425 at the high school (146,900), transportation at \$36,000, and grounds at \$10,500 (includes "services").
12. The testing budget will be increased to \$15,000 for the entire district.

- \* AMCPU = Adjusted Marginal Cost Pupil Units
- \* 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

Stored: 2007-2008 assumps



# Dover-Eyota Schools

## 2007-08 Capital Expenditure Budget

### *Proposed Sample – March 12, 2007*

Department	Staff	Rate	AMCPU	Amount
<b>Central Office</b>	Superintendent	\$2	1280	\$2,560
<b>Technology</b>	Technology Director	\$25	1280	\$32,000
<b>Elementary</b>				
Equipment & Building Needs	Principal/Cust. Dir.	\$50	618	\$30,900
Textbooks	Cirriculum Director	\$25	618	\$15,450
Library Books	Media Generalist	\$5	618	\$3,090
<b>High School</b>				
Equipment & Building Needs	Principal/Cust. Dir.	\$50	662	\$33,100
Textbooks	Cirriculum Director	\$25	662	\$16,550
Library Books	Media Generalist	\$5	662	\$3,310
Activities	Activities Director	\$10	662	\$6,620
<b>Custodial - District Wide</b>	Custodial Directors	\$25	662	\$16,550
<b>Grounds</b>	Grounds Director	\$5	1280	\$6,400
<b>Bus Purchase</b>	Board	25%		\$17,500
<b>DW Equip., Projects, Urgent Needs</b>	Superintendent			\$75,000
<b>TOTAL CAPITAL EXPENDITURE</b>				<b>\$259,030</b>
<b>Proj. Cap. Exp. Reserve Amount</b>				<b>\$275,000</b>
<b>DEFERRED MAINTENANCE</b>				<b>\$67,500</b>
				\$25,000
				\$22,500
				\$20,000

*Note - Departments could "carry forward" unused amounts into the next fiscal year if they desire to reserve funds for a larger purchase.*