

REGULAR BOARD MEETING MINUTES

Monday, July 13, 2015

Chair 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, Molly Hofschulte, Andrea Lehnertz, Linda Nelson, Todd Peterson, and Superintendent Mike Carolan. Absent: none. Also in attendance were Principal Jeanne Svobodny, Principal Todd Rowekamp, Assistant Principal/Activities Director John Ostrowski, Transportation Director Dustin Pagel, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Mark Dean, Dan Johnson, and Brian Todd.

Pledge of Allegiance

The Pledge of Allegiance was recited.

Chair Pagel welcomed Supt. Mike Carolan.

Approve the Amended Agenda

Chair Pagel advised that the agenda would be amended as follows:

Additions: 11a – Approve a Bus Purchase
11d – Add Approve Health & Safety Plan and Budget
11f – Resignations – Add WES HOLTZ as Van Driver
11g – New Hires – add NICK RICHARDS as Student School-Age Child Care Worker

A motion was made by Member Peterson, seconded by Member Lehnertz, 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 Hofschulte, seconded by Member Nelson, and carried unanimously to approve the June 8, 2015 Board Meeting Minutes.

Regular District Bills

With Member Andring abstaining, a motion was made by Member Nelson, seconded by Member Austinson, and carried unanimously to approve the Regular District Bills totaling \$982,826.67.

Special District Bills

A motion was made by Member Hofschulte, seconded by Member Peterson, and carried unanimously to approve the payment of the Special District Bills totaling \$317,220.52.

Treasurer's Report

A motion was made by Member Peterson, seconded by Member Andring, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$9,707,116.24 and the June electronic transfers.

CABINET COMMUNICATIONS

Elementary Principal – Dr. Jeanne Svobodny shared the following: 1) She was working on completing various reports this summer; 2) The elementary had been awarded the two-year ADSIS grant which would assist in paying the salaries of the Behavior, Math and Reading Interventionists; 3) The first summer school session went well as they met in the high school this year. She thanked everyone who helped with the transition to the high school and organization of the program; 4) Mrs. Svobodny was working on the paraprofessional assignments for the 2015-16 school year; 5) She was reviewing the teachers' completion of their individual growth plans. She felt that the quality of the responses showed that the staff had a lot of deep reflections and that a lot of learning happened; 6) The elementary construction manager had advised her that the project was on schedule. She relayed her amazement at how much the workers could accomplish in a week's time. Most of the project would no longer be affected by the weather as inside work was being done.

High School Principal – Principal Todd Rowekamp shared the following: 1) The High School Site Council recently met and it was a positive, constructive meeting where they planned for the teacher workshop week and the council's initiative for the year; 2) The first set of AP scores were back. Instructor Mr. Alberto Vera had hoped for higher scores and was motivated to teach the class again this year; 3) An AP English class for seniors would be offered this year by Jennifer Ryg; 4) In regard to the hiring process, application numbers were fewer than in previous years. For one section of Spanish, Mr. Rowekamp only had a few leads; however, the individuals don't have Spanish licensure and a variance might be required; 5) Mr. Rowekamp answered questions from the Board about the high school handbooks.

District Feedback Forms

Supt. Carolan relayed a compliment form and concern form that had been received.

REPORTS

Construction Updates

Bruce Klaehn provided a construction update report that contained the following items:

Elementary Project

- The elementary addition was on schedule – all products were on hand and the workforce levels have been good.
- The Budget numbers are good – less than 20% of the contingency allotment had been used and there were only 23 change orders.
- The kitchen and preschool walls were up and the cafeteria and office walls would soon to be completed.
- Alternative parking and drop off plans would be reinstated this fall.
- The first order of furnishings were ready to placed (tables and adjustable computer chairs for the computer lab, 50 stackable chairs for the music room, band instrument storage, student chairs, plastic quick-risers for music and choir, and internal signage).

Mr. Klaehn talked about problems with installation of the new gym floor as our current concrete has high relative humidity (around 90%) even after all these years. One solution would be to seal out the moisture at a cost around \$31,000. He and the Board had a lengthy discussion about the options to resolve the issue.

A motion was made by Member Andring and seconded by Member Hofschulte to approve core drilling tests and proceeding with the sealant process. Further discussion was held. A vote on the motion carried unanimously.

Track & Field Project

- The project was two weeks behind schedule due to the weather.
- One more layer of rock was needed, as well as a poured curb around the inside of the track.
- The project was on schedule for the field being ready for August games, but the complex would be considered "under construction".
- Late completion charges would be a negotiated process at the end of the project.
- The Crow's Nest had been moved, conduits were in place, and the new bleacher slab had been completed.
- Scoreboard and bleachers would arrive in early August.
- He was awaiting prices for fencing on new bleachers and replacing the north fence/gates.
- A plan had been developed for the entrance, including pavers as a fundraiser by the Dover-Eyota Eagle Foundation.
- He shared a dispersal plan for a significant amount of black dirt available from the field project.

Clay Target and Boys' Soccer Survey Results

Activities Director John Ostrowski shared the results of student interest surveys for a clay target team. He indicated that there were separate fall and spring seasons, the teams were co-ed, the teams do not travel to other towns, they meet at the local gun club, a gun safety class was required, the participation fee was about \$210, and there was a state tournament. Should the Board approve the sport, Mr. Ostrowski would send home a letter to students who indicated an interest, hold a parent meeting (late Sept./early Oct.), find volunteer coaches, secure course shooting dates and times, and start student registration by March 1. Students would need to purchase earmuffs, glasses and a waist shooting bag. Mark Dean was available to answer additional questions about how the area clubs work, as well as available federal, club, and anonymous funds.

A motion was made by Member Hofschulte, seconded by Member Peterson, and carried unanimously to approve starting a clay target team.

Mr. Ostrowski also talked about the boys' soccer survey results. He advised that 421 students took the survey (males and females) and 48 boys indicated an interest in participating in a boys' soccer team knowing that they might have to eliminate a fall sport in order to do so. They were also asked why they had not chosen to play in the past in conjunction with another school district, and 31 answered that they would rather play on their own school's team. Mr. Ostrowski would like to take the next step of personally talking with each person interested in boys' soccer to see if they still felt that way. The process would possibly entail having a junior high team first, and adding a junior varsity and varsity teams the following year at which time we would end the cooperative with Plainview-Elgin-Millville. The consensus of the Board was for Mr. Ostrowski to proceed exploring a possible boys' soccer team and also bring a proposed budget to the next Board meeting.

NEW BUSINESS

Award Bids for Dairy/Bakery/Fuel Products and Snow Removal for the 2015-16 School Year and Purchase a Bus

Mr. Carolan advised that only one snow bid had been received and it was from Wigham Services. The Purchasing Committee recommended accepting the bid. A motion was made by Member Peterson, seconded by Member Austinson, and carried unanimously to accept the snow bid from Wigham Services.

Only one fuel bid had been received and a motion was made by Member Andring, seconded by Member Nelson, and carried unanimously to accept the bid from Greenway (CHS).

Two bakery bids were received and the Purchasing Committee recommended the district continue with Bimbo. A motion was made by Member Nelson, seconded by Member Hofschulte, and carried unanimously to accept the bakery bid from Bimbo.

Two dairy bids were received and a motion was made by member Hofschulte, seconded by Member Andring, and carried unanimously to award the bid to that last year's vendor Kempes.

In regard to the purchase of a new bus, the Purchasing Committee recommended the purchase of a Blue Bird bus since it met the criteria requested by Transportation Director Dustin Pagel. A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to purchase a Blue Bird bus from the Minnesota State School Bus Cooperative Purchasing program.

Mr. Pagel noted that a bus would be used as a trade in. Also, he relayed that a second bus would need to be replaced next year as it would no longer pass inspection after the 2015-16 school year.

Approve Handbooks

Dr. Jeanne Svobodny and Assistant Principal John Ostrowski explained some of the changes in their handbooks and answered questions from the Board.

A motion was made by Member Austinson, seconded by Member Andring, and carried unanimously to approve the following 2015-16 handbooks: Middle/High School Athletic & Activities, Coach, One-to-One Netbook, High School Student, Middle School Student, and Middle/High School Staff; Elementary Student/Parent, Staff, and Para.

Approve Agreement to Purchase Educational Services from the Hiawatha Valley Education District

A motion was made by Member Andring, seconded by Member Austinson, and carried unanimously to approve the Agreement to Purchase Educational Services from the Hiawatha Valley Education District.

Approve Service Agreement with the Southeast Service Cooperative as the Health & Safety Management Assistance Consultant and Approve the Health & Safety Plan and Budget

A motion was made by Member Hofschulte, seconded by Member Andring, and carried unanimously to approve the Service Agreement with the Southeast Service Cooperative as the Health & Safety Management Assistance Consultant and Approve the Health & Safety Plan (Attachment A) and Budget (Attachment B).

Fundraiser Request

A motion was made by Member Peterson, seconded by Member Hofschulte, and carried unanimously to approve the Football Team's annual cookie dough fundraiser.

Consent - Accept Resignations

A motion was made by Member Nelson, seconded by Member Andring, and carried unanimously to accept the resignations of CALI SALLEY as Literacy Specialist, JILL VEHRENKAMP as Administrative Assistant to the Prevention & Intervention Coordinator, and WESLEY HOLTZ as Van Driver.

Consent - New Hires

A motion was made by Member Hofschulte, seconded by Member Peterson, and carried unanimously to hire MEGAN CARRELS as the School-Age Child Care Coordinator, RUSSELL JONES as Bus Driver, JEFFERY UBINGER as Long-Term Science Instructor, and NICK RICHARDS as Student School-Age Child Care Worker.

Accept Donation

A motion was made by Member Andring, seconded by Member Austinson, and carried unanimously to accept the \$3,300 donation from the Eagles Wrestling Club to the Wrestling Team.

HEARING OF REPORTS

Superintendent's Report & Communication -- Supt. Carolan relayed the following: 1) Asked the Board to start consider possible Board Retreat dates; 2) Reminded them of the Dover-Eyota Eagles Foundation donation presentation on Saturday, July 18 at 10 AM; 3) Asked about their participation in the Eyota Days Parade on Saturday, July 18 at 11 AM; 4) Mr. Carolan shared his transition activities which included Cabinet and Administrative Team meetings, learning about the various interagency cooperative agreements and contracted services that support D-E, studying the MDE budget changes and their impact on 2015-16 projections, etc. 5) Mr. Carolan shared upcoming trainings and meetings he would be attending (Region V training, Olmsted County Collaborative, MSBA Conference, MASA/MDE Conference, HVED Superintendent, etc.).

Board of Education Committee Reports & Communication

Andring – Member Andring welcomed Supt. Carolan. He added, “I am looking forward to a lot of activity around the elementary and athletic fields. It has been a wet year, but we are making headway.”

Nelson – Mrs. Nelson advised that an Assessment Committee meeting would be held in August because of the change from NWEA to STAR testing. She welcome Mr. Carolan and added, “It will be a fun ride.”

Austinson – Mrs. Austinson welcomed Mr. Carolan and congratulated Dr. Svobodny on acquiring the ADSIS grant.

Peterson – Member Peterson welcomed Mike Carolan and added, “I am glad to have you on board.” He relayed that the Purchasing Committee had met that evening and the teacher negotiations were on hold by their request.

Lehnertz – Mrs. Lehnertz welcomed Supt. Carolan and said, “I’m glad you are here.”

Hofschulte – Member Hofschulte shared documents about the Southeast Service Cooperative and their purchasing coop. In regard to Mr. Carolan having Supt. Ed Harris as his mentor, she said, “Take advantage as they (Mr. Harris and other superintendents) are knowledgeable beyond belief.” Mrs. Hofschulte referred to the recent Band trip as “incredible” and thanked Julie Austinson for being one of the chaperones. She recommended that Community Education offer a fall hunter safety class for those students interested in the trap sport. Member Hofschulte added, “I am definitely excited about a trap team.”

Pagel – Chair Pagel advised that the Hiawatha Valley Education District had hired Laura Frederickson as the interim director until Deb Marcotte took over the position the first part of September. Mr. Pagel welcomed Mike Carolan. He ended his report by saying, “Construction is moving along – overall things are going except for the elementary floor concern.”

ADJOURNMENT

A motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to adjourn the meeting at 10:05 PM.

Julie Austinson, Clerk
Cb

Health & Safety Plan

July 2015

We are dedicated to providing a safe and healthful environment for employees, students and the public in the buildings and grounds of the Dover-Eyota Public School District, #0533.

At the Dover-Eyota Public School District, our most valuable resources are the staff within the school system. Injuries can be prevented. To achieve this objective, the District will make every effort to comply with all government regulations pertaining to health and safety issues. An effective Health & Safety Plan will be carried out throughout our school district.

The Health & Safety Program will assist administration, supervisors, and staff in controlling hazards and risks which will minimize employee injuries and damage to property.

All employees must follow this program. This program is designed to encourage all employees to promote the safety of their fellow employees. To accomplish our health and safety goal, all administrators and supervisors are responsible and accountable for implementing this plan, and to ensure it is followed.

The Dover-Eyota Public School District is sincerely interested in employee safety. The plan of the District is to provide safe equipment, adequate tools and training, and the necessary personal protective equipment. It is the employee's responsibility to follow the rules of safety as established for their protection and the protection of others, and to use the protective devices, which the Dover-Eyota Public School District provides.

Written Management Plans have been established for each of the following Health & Safety Programs, which shall be reviewed annually to comply with government agency standards. (OSHA, Minnesota State Fire Codes, EPA, State Department of Health, etc.)

| | | |
|---|--|--|
| Asbestos | Fire Prevention | Lead in Water and Paint |
| AWAIR (Employees Health & Safety Committee) | First Aid/CPR | Lockout/Tagout |
| Bloodborne Pathogens | Fork Lift Operations | OSHA Inspections |
| Community Right to Know | Hazardous Waste | Playground Safety |
| Compressed Gas | Hearing Conservation | Personal Protective Equipment |
| Confined Space | Indoor Air Quality | Propane Tank Safety |
| Emergency Action Plan | Integrated Pest Management | Radon Respiratory Protection |
| Employee Right to Know | Chemical Hygiene (Laboratory Safety Standards) | Underground and Above Ground Storage Tanks |

Health & Safety Budget Fiscal Year 2015, 2016

| Code | Description | Amount Budgeted 2015 | Amount Spent 2015 | Amount Budgeted 2016 |
|------|---|----------------------|-------------------|----------------------|
| 347 | Physical Hazard Control | \$10,840.00 | \$5401.07 | \$14,697.80 |
| 349 | Hazardous Substance | \$4670.00 | \$10,042.00 | \$4945.00 |
| 352 | Environmental, Health & Safety Management | \$42,275.00 | \$29,738.90 | \$46,800.00 |
| 358 | Asbestos | \$695.00 | 0.00 | \$1350.00 |
| 363 | Fire & Life Safety | \$16,900.00 | \$18,350.95 | \$18,225.00 |
| 366 | Indoor Air Quality | 0.00 | 0.00 | 0.00 |
| | | \$75,380.00 | \$63,532.92 | \$86,017.80 |

Last Bleacher Inspection 9-11-13
 Asbestos Inspection (3 year) 2015-16

Additions after 2015 budget

349 Replacement of tank monitor system to elementary school \$6643.71

Changes for 2015-2016

- 347 Moved Lead in Water Test Kits \$1500 to fiscal 2015-16
- 347 Moved Testing for Radon \$420 to fiscal 2015-16
- 347 Additional PPE added \$460
- 347 Ansul system upgrade, replace steel tanks with stainless tanks \$2250
- 358 Asbestos Inspection & Training for Head Custodian \$1350