

REGULAR BOARD MEETING MINUTES

Monday, July 14, 2014

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:06 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Linda Nelson, Ron Pagel, Todd Peterson, Molly Hofschulte, and Superintendent Bruce Klaehn. Absent: Dan Johnson. Also in attendance were Principal Jeanne Svobodny, Curriculum Director Jane Johnson, Activities Director/Asst. Principal John Ostrowski, Technology Director Bryan Berg, Administrative Assistant Chris Berg, Transportation Director Dustin Pagel, Technology Coordinator Ron Merchlewitz, Tyrel Clark, Cheryl Gardner, Brian Todd, and Doug Zars.

The Pledge of Allegiance was recited.

Approve the Agenda

Chair Pagel advised of these changes to the agenda:

Additions to 13e: STEVEN TAUER as Social Studies Instructor and 7th Grade Football Coach
RICHARD RHONE as Girls' Soccer Coach

Addition to 13c fundraisers: request by the Class of 2015.

A motion was made by Member Hofschulte, seconded by Member Peterson, 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 Peterson, seconded by Member Nelson, and carried unanimously to approve the June 9, 2014 Regular Board Meeting Minutes.

A motion was made by Member Nelson, seconded by Member Hofschulte, and carried unanimously to approve the June 12, 2014 Special Board Meeting Minutes.

Regular District Bills

A motion was made by Member Peterson, seconded by Member Austinson, and carried unanimously to approve the Regular District Bills totaling \$122,025.69.

Special District Bills

With Member Andring abstaining, a motion was made by Member Hofschulte, seconded by Member Austinson, and carried unanimously to approve the payment of the Special District Bills totaling \$370,334.59.

Treasurer's Report

A motion was made by Member Austinson, seconded by Member Peterson, and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$2,821,357.88 and June electronic transfers

RECOGNITIONS

Supt. Klaehn advised that the work of DE art students was featured in the July/August *MN School Board Association Journal*.

CABINET COMMUNICATIONS

Elementary Principal – Dr. Jeanne Svobodny shared the following: 1) The Summer Arts Camp started today; 2) Regular summer school begins next week and Project Start for kindergarten students who need a boost starts the following week; 3) Eleven elementary teachers will be attending special training called the Daily 5 and CAFÉ System; 4) Supt. Klaehn and the architect are setting tours for elementary special education and preschool staff to obtain their input in the elementary addition project; 5) Mrs. Svobodny, John Ostrowski, and Todd Rowekamp will be attending Marzano teacher evaluation training August 4 and 5.

District Feedback Forms

No feedback forms were received.

REPORTS

Construction Updates

Tyrel Clark, Mayor of Eyota and Co-chair of the Eagle Foundation, advised that the foundation's first fundraiser will be the Eyota Days Kids Obstacle Run held this week. They are also considering a paver or brick fundraiser, wherein persons and businesses purchase engraved pavers that would be placed at the west entrance to the field and track. The pavers would be several different sizes based on the amount paid, be purchased all year round and installed on an annual basis by a local contractor, and there would be a guaranteed timeline that they would remain in place.

It was the consensus of the Board to approve this project on the school property and they encouraged Mr. Clark to work with the sports field contractor WKBS.

Supt. Klaehn provided a construction update with these noted items:

- construction meetings last week included a preliminary draft of the plan and an extended discussion about scheduling
- a formal first draft would be provided in late July
- he provided potential and likely changes in operations at the elementary in 2015
- site visits for both projects (elementary additions and field updates) are planned for late July and early August
- bond proceeds of \$8,753,481.70 were received on July 10 and Business Manager Gary Betcher advised where the money would be placed until needed

Transportation Update

Transportation Director Dustin Pagel advised that the snow plow bids also requested a bid for sanding the parking lots due to the advanced age of the district's sanding equipment and the need for him to be available to drive bus if necessary.

Mr. Pagel gave an update of the fleet of buses, vans, tractors, mowers, pickups, and other maintenance equipment. He also talked about future equipment needs and advised that the district currently needs 3 additional regular route drivers and 2 additional drivers for the preschool routes. He attended a mechanic session at a conference in Hinckley where he learned a lot about fuel, emissions, wiring schematics, and troubleshooting.

Supt, Klaehn advised that the district will need to seriously consider both a van and bus purchase from the 2015-16 budget.

Technology Update on Parent Permission for Using Internet & Google Docs

Technology Director Bryan Berg and Technology Coordinator Ron Merchlewitz talked about the use this year of Google Apps for Education in the classroom and the associated Parent Permission Form. Google Apps for Education is a free, web-based program like email that has document creation tools, shared calendars, and collaboration tools intended for educational use.

A motion was made by Andring, seconded by Nelson, and carried unanimously to approve the use of Google Apps for Education and Parent Permission Form.

First Reading of Policy Revisions

The Board held their first reading of these policy revisions:

- 201 – Legal Status of the School Board
- 406 – Public & Private Personnel Data
- 618 – Assessment of Standard Achievement
- 903 – Visitors to School District Buildings and Sites

OLD BUSINESS

Accept Bids for Dairy / Bakery / Fuel Products and Snow Removal

Supt. Klaehn summarized the bids received.

A motion was made by Member Austinson, seconded by Member Peterson, and carried unanimously to accept the dairy bid from Kemps.

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to accept the bakery bid from Bimbo Bakery.

A motion was made by Member Peterson, seconded by Member Nelson, and carried unanimously to accept the fuel products bid from Greenway.

A motion was made by Member Andring, seconded by Member Austinson, and carried unanimously to accept the snow removal bid from Wigham Trucking.

Approve Handbooks

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

- Middle School – MS Student Handbook
- High School – HS Student and HS/MS Staff Handbooks
- Athletics - Athletic & Activities and Coach Handbooks
- Elementary – Student/Parent, Licensed Staff, Paraprofessional, Substitute, and SACC Handbooks
- Technology – One-to-One

NEW BUSINESS

Annual Review of the Health & Safety Plan and Budget

John Ostrowski, Safety Director of the district, reviewed the Health & Safety Budget with the Board and advised the Health & Safety Plan did not change from the previous version.

A motion was made by Member Austinson, seconded by Member Andring, and carried unanimously to approve the Health & Safety Plan and Budget (Attachment A).

Initial Levy Discussion for 2014 Payable 2015 Property Tax Levy

Supt. Klaehn provided information about the 2014 Payable 2015 Property Tax Levy. Points made:

- for every operating revenue tax dollar from the taxpayer, the district receives an additional two dollars from the state
- the district's current operating referendum is \$300 per pupil unit
- the legislature has provided an additional levy opportunity for schools called Local Optional Revenue (LOR) which can be up to \$424 per pupil unit, with a percentage of money matched from the state
- if the district used the LOR levy opportunity, they could “under-levy” in other areas where no state aid is paid once they determined what the total tax impact would be
- The district needs some revenue increase. To address inflation, as well as potential decisions that may need to be made with the new construction and outdoor facility projects (i.e., additional equipment).

Several Board members expressed concern that there should not be a major tax increase to the residents. A lengthy discussion ensued. Of an LOR revenue increase of \$152,000, 24% would be paid by the taxpayers and 76% by the state after under-levies in other areas.

Supt. Klaehn felt that the decision whether or not to exercise the LOR option may be delayed until the August Board meeting. It was the consensus of the Board that, if Supt. Klaehn must provide levy information before the August meeting, he will use the figure of \$200 per pupil unit for the LOR levy.

Fundraiser Requests

A motion was made by Member Austinson, seconded by Member Peterson, and carried unanimously to approve the football team cookie dough fundraiser and the Class of 2015 dunk tank fundraiser.

Consent – Accept Resignations

A motion was made by Member Hofschulte, seconded by Member Austinson, and carried unanimously to accept the following resignations: BRIAN DAHL as Girls' Soccer Coach, ERIC AESCHLIMANN as 7th Grade Boys' Basketball Coach, ELIZABETH WELLS as Spanish Instructor, and MARK WINKELS as Football Coach.

Consent – Approve Hires

A motion was made by Member Andring, seconded by Member Peterson, and carried unanimously to approve the hire of GREG BOWEN as Summer Assistant Technology Staff, BEN MOHS as JH Football Coach, ALEXIS BEFORT as Varsity Dance Coach, TERRY SINN as Grade 2 Instructor, STEVEN TAUER as Social Studies Instructor and 7th Grade Football Coach, and RICHARD RHONE as Girls' Soccer Coach.

Consent - Accept Donations

A motion was made by Member Austinson, seconded by Member Peterson, and carried unanimously to accept the \$1,512.13 donation from BRAD WICK to Baseball and the \$150 donation from STEVEN ERWIN to the Drama Club.

HEARING OF REPORTS

Superintendent's Report & Communication -- Supt. Klaehn relayed the following: 1) Discussion with the Board resulted in the Board Retreat date being changed from September 10 to Thu., September 18 beginning at 6:00 PM in the DEHS Media Center; 2) Reminded the Board of the Eyota Days Parade on Sat., July 19 at 11 AM; 3) Mr. Klaehn provided a Capital Projects update (auditorium lighting, high school drainage, ag/industrial tech shop air conditioning, copiers, outdoor electronic sign, middle school/high school outdoor signage); 4) He reminded the members of the School Board of the candidate filing dates of July 29 through August 12.

Board of Education Committee Reports & Communication

Andring – Mr. Andring had participated in the Purchasing Committee meeting prior to the Board meeting. He said, "I like the things that are happening (in our district)."

Nelson – Mrs. Nelson attended the Purchasing Committee meeting and the Policy Committee meeting.

Austinson – Mrs. Austinson was unable to attend but did submit her suggested policy changes prior to the Policy Committee meeting.

Peterson – Mr. Peterson attended the Purchasing Committee meeting. He also advised that negotiations had begun with the principals and that negotiations with the Teamsters would also soon begin.

Hofschulte – Mrs. Hofschulte participated in the Policy Committee meeting. The Southeast Service Cooperative was in the process of finishing construction to the front of their facility. The Early Learning Council was wrapping up their session and waiting for election results before proceeding.

Pagel – Mr. Pagel attended the Hiawatha Valley Education District Board meeting.

ADJOURNMENT

A motion was made by Member Hofschulte, seconded by Member Nelson, and carried unanimously to adjourn the meeting at 9:37 PM.

Julie Austinson, Clerk
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Health & Safety Plan

July 2014

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 2014, 2015, 2016

Code	Description	Amount Budgeted 2014	Amount Spent 2014	Amount Budgeted 2015	Amount Budgeted 2016
347	Physical Hazard Control	\$16,350.00	\$26,665.30	\$10,840.00	\$11,935.00
349	Hazardous Substance	\$925.00	\$2312.01	\$4670.00	\$3,025.00
352	Environmental, Health & Safety Management	\$39,100.00	\$33,885.16	\$42,275.00	\$46,800.00
358	Asbestos	\$ 0.00	\$ 0.00	\$695.00	\$400.00
363	Fire & Life Safety	\$15,220.00	\$11,485.02	\$16,900.00	\$18,226.00
366	Indoor Air Quality	<u>\$0.00</u>	<u>\$1,163.40</u>	<u>\$0.00</u>	<u>\$0.00</u>
		\$71,595.00	\$75,510.89	75,380.00	\$80386.00
	<u>Increases that took place after original 2014 approval</u>				
	366 Indoor Air Quality				
	Repair Garage door between shop and AG Classroom	\$338.40			
	Mold Sampling/Reporting, 6 samples	\$825.00			
	349 Hazardous Substance (2015)				
	Additional expense		\$1725 for bulb disposal was added to follow prior year's expenses.		
			\$1500 for Lead in Water Testing		
			\$420 for Radon Testing		