

# REGULAR BOARD MEETING MINUTES

Monday, August 9, 2010

Chair Ron Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:01 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Dan Johnson, Gene Loftus, Ron Pagel, Molly Rieke, and Superintendent Bruce Klaehn. Absent: Gary Pedersen. Also in attendance were Principal Todd Rowekamp, Activities Director/Principal John Ostrowski, Business Manager Gary Betcher, Administrative Assistant Chris Berg, Deputy Chad Nelson, and Transportation Director Dustin Pagel.

The Pledge of Allegiance was recited.

## Agenda

Chair Pagel relayed the following additions to the agenda:

11b2 – Request for Student Travel Outside of the District

11c – Fundraiser Request – Band is seeking approval to hold a “Wake Up the Band” fundraiser

11d – Resignations – add CHAD OHL as 9<sup>th</sup> Grade Football Coach.

11e – New Hires – LINCOLN GERGEN as Math Interventionist

RACHAEL WEESS as Grade 5 Instructor

JESSYKA WILLIAMS as LRP/Footsteps Child Educator

A motion was made by Member Rieke, seconded by Member Johnson, 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 Johnson, seconded by Member Austinson, and carried unanimously to approve the July 12, 2010 Regular Board Meeting Minutes.

## Regular District Bills

A motion was made by Member Rieke, seconded by Member Loftus, and carried unanimously to approve the Regular District Bills totaling \$87,464.13.

## Special District Bills

A motion was made by Member Johnson, seconded by Member Austinson, and carried unanimously to approve the payment of the Special District Bills totaling \$255,555.58.

## Treasurer’s Report

A motion was made by Member Andring, seconded by Member Rieke, and carried unanimously to approve the Treasurer’s Report with liquid assets totaling \$1,141,087.57, as well as the July electronic transfers.

## **CABINET COMMUNICATIONS**

High School Principal – Todd Rowekamp shared the following in addition to his written report: 1) The entire high school Leadership Team will participate in the Hiawatha Valley Education District summer symposium on Professional Learning Communities; 2) He is seeking an expert on Positive Behavior and Intervention Systems to present to the high school staff; 3) Interviews will be held this week for two, 1-to-1 paraprofessionals and one paraprofessional for the Learning Center; 4) He and Counselor Tom Surprenant had set the room assignments for the year; 5) School Social Worker Katie Johnson and he had met about 7<sup>th</sup> Grade Orientation. Mrs. Johnson was seeking a speaker to talk to the students about internet safety and bullying.

### Customer Compliments, Concerns, Complaints

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

### **REPORTS**

#### First Reading of the Policy Revisions

Supt. Klaehn relayed that many of the policy revisions were recommendations from the Minnesota School Board Association; however, the administrators had spent considerable time reviewing and revising the harassment, bullying and discipline policies. During the process, the administration has made of listing of items to highlight with staff this year.

The Board made additional recommendations which will be incorporated into the policy revisions and brought back for a second reading in September.

### **OLD BUSINESS**

#### Reduced Speed Proposal on County Road 142

Officer Chad Nelson explained that the City of Eyota was seeking a reduced speed limit to begin at the end of the curve on Co. Road 142 coming into Eyota. The council's resolution will be sent to the county for consideration along with a request to do a speed study on the road.

A motion was made by Member Andring, seconded by Member Rieke, and carried unanimously to support the City of Eyota resolution.

#### Second Reading and Approval of the Handbooks

A motion was made by Member Johnson and seconded by Member Rieke to approve the following handbooks: Elementary Student/Parent Handbook, Elementary Staff Handbook, Elementary Paraprofessional Handbook, Elementary Substitute Handbook, High School Student Handbook, High School Staff handbook, Middle School Student handbook, Coaches' Handbook, and Food Service Policy and Procedure Handbook.

Assistant Principal John Ostrowski and Principal Todd Rowekamp explained the additional changes made in the handbooks from the Board's recommendations last month.

A vote on the motion carried unanimously.

#### Award Bus Bid

Purchasing Committee Member Gene Loftus relayed that three bids had been received with a difference of approximately \$80 between the bid prices. The Blue Bird bus is the only one that will fit in our current bus shed and the Purchasing Committee recommended its purchase at a net cost of \$92,349 after the \$1,500 trade in.

A motion was made by Member Johnson, seconded by Member Andring and carried unanimously to purchase the Blue Bird bus from North Central Bus Sales at a cost of \$92,348.83.

#### Award Lawn Mower Quote

Purchasing Committee Member Gene Loftus relayed the following:

- our current equipment is a 1991 Toro purchased in 2000 with 4,500 hours on it at a cost of \$25,000
- one quote was for a used 2003 Toro with 2,400 hours on it at a cost of \$12,500 with trade in
- there is no warranty on used equipment
- the quote for a new machine was \$65,000 after trade and the committee did not feel the need to spend this level of money given the current school funding levels

A motion was made by Member Rieke, seconded by Member Johnson and carried unanimously to purchase the 2003 Toro Grounds Master pending acceptable trial and approval by our grounds staff.

Supt. Klaehn talked about the bus fleet and explained that the bus purchase approved earlier in the meeting was the seventh bus purchased that will be a 2009 or 2010. Transportation Director Dustin Pagel relayed that the two newest buses are used for extra trips and that rotating buses to different routes and uses prolongs their life.

Looking at the bus inventory, Member Loftus said, "This is a sign of good care, good maintenance and good operators."

Mr. Klaehn relayed that one van is in its last year of transporting students due to high mileage and its replacement will be considered in the future.

## **NEW BUSINESS**

### **Resolution Relating to the Election of School Board Members and Calling the School District General Election**

A motion was made by Member Austinson and seconded by Member Johnson to adopt the Resolution Relating to the Election of School Board Members and Calling the School District General Election (Attachment A). A roll call vote was taken with the following voting in favor: Loftus, Rieke, Johnson, Pagel, Andring and Austinson. Those voting against the same: none.

### **Tentative Teamsters Union Contract Settlement**

Chair Pagel said that, typically, the Board doesn't approve a contract until after it has been ratified by the bargaining unit. He asked that the Board approve the 2010-2012 Teamster Contract under the condition that it also be ratified by the Teamsters on August 24.

The Board Negotiations Team Member Gene Loftus gave a summary of the negotiations sessions. He noted that the two-year increase of 5.21% may seem high; however, simple math indicates that the highest paid employees will receive an increase around 45 cents per hour per year and lower paid employees will receive an increase of around 32 cents per hour per year. He did not feel the increases were out of line and felt that the Teamsters will ratify the contract. He added, "The Teamsters are a big part of this district and I recommend the Board approve the contract."

A motion was made by Member Johnson and seconded by Member Austinson to approve the 2010-2012 Teamster contract under the condition that it also be ratified by the Teamsters.

Chair Pagel expressed his appreciation of the work by the Negotiations Team.

A vote on the motion carried unanimously.

### **Request for Student Travel Outside of the School District**

Supt. Klaehn relayed that he was not seeking a tentative approval from the Board at this time; rather, he had asked Band Instructor Ryan Anderson to come forward to provide information about the proposed trip.

Mr. Ryan Anderson said this was their every-other-year trip and the students had voted on going to New York City. They would tour historical places (i.e., Ellis Island, the Statute of Liberty, etc.) with a possible marching performance at a theme park in Sandusky, OH. He felt that such a trip would get students involved in marching band and provide them with some beneficial memories. The cost of trip was expected to be between \$500 and \$600 per student which can be raised through the frozen food fundraisers. In discussing the number of chaperones, he indicated there would be 8 to 10 chaperones for 90 students. However, if there are extra seats on the two buses, he allows extra chaperones to attend who pay their own way. Mr. Anderson will begin setting deadlines dates for students to commit to the trip.

The Board members provided suggestions regarding chaperones and places to visit, as well as concerns about keeping the group together in a crowded city such as New York.

This item will be placed on the September Board meeting agenda for tentative approval.

### **Consent – Fundraiser Requests**

Band Instructor Ryan Anderson relayed that frozen food fundraisers have been held for the last four years and that students have been asking for something different. This year, the students will hold a "Wake Up the Band" event where they sell raffle tickets with the winning ticket being drawn during half time of the Homecoming game. The winner can have the Band play at their house (or at someone else's house/work place, if they wish) between 7:00 to 7:30 AM; however, parameters have been set in regard to how far the Band would travel.

Supt. Klaehn explained that selling of raffle tickets is normally banned because it is a form of gambling; however, in this case, they are not raffling anything of material value. The person who buys the raffle ticket knows they are making a donation.

Mr. Anderson relayed that the Dover-Eyota Music Association will help with organizational items for the event (contact the media, place an article in the *Eagle*, etc.). The Board agreed with Mr. Anderson that it would be prudent to have Officer Chad Nelson accompany the Band as a liaison. Upon Mr. Anderson's request, the Board agreed that the district would pay for transportation costs for the performance.

Supt. Klaehn took the opportunity to relay to Mr. Anderson that the Board had agreed that evening to enforce the submittal of a Fundraiser Accountability Report before additional fundraisers are approved for any group.

A motion was made by Member Rieke, seconded by Member Johnson and carried unanimously to approve the Footsteps candle fundraiser and the "Wake Up the Band" fundraiser.

#### Consent - Accept Resignations

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to accept the following resignations: 1) ELIZABETH BOEHMKE as Footsteps Instructor; 2) LOUANNE JENDERNY as SACC Worker; 3) CURTIS ANDERSEN as Custodian effective November 30, 2010; 4) FLORENCE ANDERSEN as LRP Instructional Assistant; 5) RHONDA SEELHAMMER as Instructional Assistant; 6) ERIC AESCHLIMANN as Assistant Track & Field Coach; 7) CHAD OHL as 9<sup>th</sup> Grade Football Coach.

#### Consent - Approve Hires

A motion was made by Member Johnson, seconded by Member Austinson and carried unanimously to approve the following hires contingent on a successful background check: 1) SANDI MILLARD as High School Principal's Secretary; 2) STEPHANIE FRAKI as Summer School Special Education Instructional Assistant; 3) JUSTINE TRUEBLOOD as Long-Term Substitute Grade 6 Instructor; 4) CHARLES HUBER as Long-Term Substitute Science Instructor; 5) LINCOLN GERGEN as Math Interventionist; 6) RACHAEL WEESS as Grade 5 Instructor; 7) JESSYKA WILLIAMS as LRP/Footsteps Child Educator.

#### Accept Donation

A motion was made by Member Rieke, seconded by Member Austinson and carried unanimously to accept the \$500 DARE donation from the DOVER FIRE DEPT.

### **HEARING OF REPORTS**

#### Superintendent's Report & Communication

Supt. Klaehn communicated the following information: 1) In regard to the Teacher Workshop Schedule, he relayed that the Dover-Eyota Education Association meeting has been expanded an additional hour in order to allow Education Minnesota to make a presentation on professionalism and appropriate conduct with students; 2) The Board Retreat was scheduled for Mon., August 23 at 6 PM. The agenda would include goal reporting, possible refunding opportunity, cash flow update, and any other topics the Board members wish to include. He relayed that it was too soon to discuss specific financial information relative to the 2011 operating referendum; 3) He asked that the September Board meeting be changed from the 13<sup>th</sup> to the 20<sup>th</sup> to allow time for him to review the levy before it is brought to the Board for approval.

A motion was made by Member Andring, seconded by Member Austinson and carried unanimously to move the September 14<sup>th</sup> meeting to September 20, 2010.

Mr. Klaehn continued with his report: 4) The Board agreed there was value in a combination group including Board members (Austinson and Johnson), staff members, and administration attending the technology conference in October; 5) Relayed that he had denied a request by a St. Charles group to rent the Dover building for their church services and activities during the week.

#### Board of Education Committee Reports & Communication

**Loftus** – Relayed that the Board Negotiations Team was still meeting with the principals.

**Rieke** – Thanked Principal Jeanne Svobodny and Curriculum Director Jane Johnson on adding the percentage of curriculum completion piece into policy. She added, “It benefits the students, teachers and district as a whole.” Ms. Rieke also thanked the Teamster members for their work during negotiations and said, “We have good people.”

**Johnson** – Encouraged everyone to vote in the Primary Election the following day. He was reading a book entitled “Shop Class as Soulcraft” that indicates we undersell the value of the vocational and hands-on type classes. Mr. Johnson noticed and applauded the wireless improvements made throughout the school district. He added, “It is nice to stay ahead of the curve and integrate these things into the education of the students.” Member Johnson ended his report by saying that he liked seeing Mr. Ryan Anderson and the Band program come up with some new and exciting ideas.

**Andring** – He attended a Minnesota Service Cooperative meeting in Chaska where the presentations included establishing a mind set thinking when dealing with people. Mr. Andring had met some gubernatorial candidates. The Southeast Service Cooperative had obtained some new vendors and had produced a new list of items they offer to member districts. Mr. Andring thanked the school district for allowing his classmates to recently tour the high school and thanked Chris Berg for making the arrangements.

**Pagel** – The Hiawatha Valley Education District was offering some summer workshop symposiums and found the responses overwhelming for some sessions (i.e., SmartBoard training). The HVED recently hired a legally blind person to work with blind and visually impaired students. The HVED building is getting “up to code” by becoming more handicapped accessible.

#### **ADJOURNMENT**

A motion was made by Member Johnson, seconded by Member Rieke and carried unanimously to adjourn the meeting at 9:25 PM.

Daniel A. Johnson, Clerk  
Cb

**RESOLUTION RELATING TO THE ELECTION OF SCHOOL BOARD MEMBERS  
AND CALLING THE SCHOOL DISTRICT GENERAL ELECTION**

BE IT RESOLVED by the School Board of Independent School District No. 533, State of Minnesota as follows:

1. It is necessary for the school district to hold its general election for the purpose of electing four (4) school board members for terms of four (4) years each.

The clerk shall include on the ballot the names of the individuals who file affidavits of candidacy on said general election during the period for filing such affidavits, as though they had been included by name in this resolution.

The clerk shall not include on the ballot the names of individuals who file timely affidavits of withdrawal in the manner specified by law.

2. Even Year: The general election is hereby called and elected to be held in conjunction with the state general election on Tuesday, the 2nd day of November, 2010.

3. Even Year: Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for this general election are those polling places and precincts or parts of precincts located within the boundaries of the school district and which have been established by the cities or towns located in whole or in part within the school district. The voting hours at those polling places shall be the same as for the state general election.

4. The clerk is hereby authorized and directed to cause written notice of said general election to be provided to the county auditor of each county in which the school district is located, in whole or in part, at least fifty-three (53) days before the date of said election. The notice shall include the date of said general election and the office or offices to be voted on at said general election.

The clerk is hereby authorized and directed to cause notice of said general election to be posted at the administrative offices of the school district at least ten (10) days before the date of said general election.

The clerk is hereby authorized and directed to cause a *sample ballot to be posted at the administrative offices of the school district at least four (4) days before the date of said general election and to cause a sample ballot to be posted in each polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot. The sample ballot for a polling place must reflect the offices, candidates and rotation sequence on the ballots used in that polling place.*

The clerk is hereby authorized and directed to cause notice of said general election to be published in the official newspaper of the school district for two (2) consecutive weeks with the last publication being at least one (1) week before the date of said election.

The notice of election so posted and published shall state the offices to be filled set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

The clerk is authorized and directed to cause the rules and instructions for use of the optical scan voting system to be posted in each polling place on election day.

5. The clerk is authorized and directed to acquire and distribute such election materials as may be necessary for the proper conduct of this election, and generally to cooperate with election authorities conducting other elections on that date. The clerk and members of the administration are authorized and directed to take such actions as may be necessary to coordinate this election with those other elections, including entering into agreements or understandings with appropriate election officials regarding

preparation and distribution of ballots, election administration and cost sharing.


6. The clerk is further authorized and directed to cause or to cooperate with the proper election officials to cause ballots to be prepared for use at said election in substantially the following form, with such changes in form, color and instructions as may be necessary to accommodate an optical scan voting system.

SCHOOL DISTRICT BALLOT

INDEPENDENT SCHOOL DISTRICT NO. 533  
DOVER-EYOTA PUBLIC SCHOOLS  
GENERAL ELECTION  
NOVEMBER 2, 2010

---

INSTRUCTIONS TO VOTERS

To vote, completely fill in the oval(s) next to your choice(s), like this: 

---

SCHOOL BOARD MEMBER  
VOTE FOR UP TO FOUR\*

---

- |                       |                   |
|-----------------------|-------------------|
| <input type="radio"/> | Don Andring       |
| <input type="radio"/> | Daniel A. Johnson |
| <input type="radio"/> | Ron Pagel         |
| <input type="radio"/> | Todd Peterson     |
| <input type="radio"/> | _____             |
|                       | write-in, if any  |
| <input type="radio"/> | _____             |
|                       | write-in, if any  |
| <input type="radio"/> | _____             |
|                       | write-in, if any  |
| <input type="radio"/> | _____             |
|                       | write-in, if any  |
- 

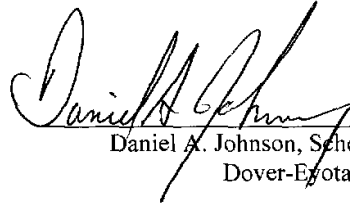
Optical scan ballots must be printed in black ink on white material, except that marks to be read by the automatic tabulating equipment may be printed in another color ink. The name of the precinct and machine-readable identification must be printed on each ballot. Voting instructions must be printed at the top of the ballot on each side that includes ballot information. The instructions must include an illustration of the proper mark to be used to indicate a vote. Lines for initials of at least two election judges must be printed on one side of the ballot so that the judges' initials are visible when the ballots are enclosed in a secrecy sleeve.

7. The name of each candidate for office at this election shall be rotated with the names of the other candidates for the same office in the manner specified in Minnesota law.

8. If the school district will be contracting to print the ballots for this election, the clerk is hereby authorized and directed to prepare instructions to the printer for layout of the ballot. Before a contract in excess of \$1,000 is awarded for printing ballots, the printer shall furnish, in accordance with Minnesota

Statutes, Section 204D.04, a sufficient bond, letter of credit, or certified check acceptable to the clerk in an amount not less than \$1,000 conditioned on printing the ballots in conformity with the Minnesota election law and the instructions delivered. The clerk shall set the amount of the bond, letter of credit, or certified check in an amount equal to the value of the purchase.

9. Even Year: The individuals designated as judges for the state general election shall act as election judges for this election at the various polling places and shall conduct said election in the manner described by law. The election judges shall act as *clerks of election*, count the ballots cast and submit them to the school board for canvass in the manner provided for other school district elections.



Daniel A. Johnson, School Board Clerk  
Dover-Eyota Public Schools  
August 9, 2010