

# REGULAR BOARD MEETING MINUTES

Monday, July 13, 2009

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:11 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Julie Austinson, Dan Johnson, Gene Loftus, Ron Pagel, Gary Pedersen, Molly Rieke, and Superintendent Bruce Klaehn. Absent: none. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Chris Berg, Gary Betcher, Jill Davis, Deb Donnay, Wayne Ellringer, Carrie Frank, Wanda Hanson, Jane Johnson, Loren Kiefer and John Ostrowski and Doug Wigham.

The Pledge of Allegiance was recited.

## Agenda

Supt. Klaehn asked for the following additions:

Report by Food and Nutrition Director Carrie Frank

Additional new hires – JULIE BAYLOR as Elementary Instructor, ALLISON BENIKE as Elementary Math Interventionist, KATHRYN KABES as Elementary Vocal Music Instructor, and SUSAN NELSON as Business Education Instructor

A motion was made by Member Rieke, seconded by Member Andring 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 to approve the June 8, 2009 Regular Board Meeting Minutes. Member Rieke asked that the last sentence of her report be stricken since it was inaccurate. A vote on the motion to approve the amended minutes was carried unanimously.

## Regular District Bills

With Member Andring abstaining, a motion was made by Member Johnson, seconded by Member Pedersen and carried unanimously to approve the Regular District Bills totaling \$95,180.50.

## Special District Bills

A motion was made by Member Loftus, seconded by Member Rieke and carried unanimously to approve the payment of the Special District Bills totaling \$358,942.48.

## Treasurer's Report

A motion was made by Member Andring, seconded by Member Austinson and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$4,390,290.87, as well as the June electronic transfers. Business Manager Gary Betcher also presented the Board with information regarding the district's investment of reserved funds.

## **CABINET COMMUNICATIONS**

High School Principal – Todd Rowekamp shared the following: 1) There were over 130 applicants for the Social Studies position. The top choice for both the Social Studies and FACS instructors had accepted the positions; 2) Mr. Rowekamp expressed appreciation to the high school custodial staff for being prepared for the building work to be this summer. He added, "They didn't miss a beat and they had a good plan."

Elementary Principal – Jeanne Svobodny shared the following: 1) She spent the end of June and the first part of July completing the many state reports that were due; 2) She has been working on the Baldrige narrative with Principal Rowekamp, Curriculum Director Johnson and Supt. Klaehn; 3) There were almost 300 applicants for the third grade teaching position and Julie Baylor was hired. Ms. Baylor has 3 years of experience in third grade, all at First Reading schools, so she has a tremendous background in reading; 4) New Elementary Music Instructor Katie Kabes has 15 years of teaching experience in the same school and was released due to

declining enrollment. Ms. Kabes has a lot of energy, very good ideas, and superior recommendations; 5) New Math Interventionist Allison Benike was in the Graduate Induction Program teaching 6<sup>th</sup> grade at Bamber Valley. Ms. Benike has a middle school math licensure; 6) The summer School Age Child Care children are enjoying the new playground structure; 7) Other improvements this summer include new carpet, a new parking lot, and the installation of new bathroom stalls and sink in one wing of the building; 8) In regard to the MCA II results, she said, "I am very proud of the work the teachers and parents do to support the MCA tests and we are very happy with the results." A very rigorous math program was instituted last year and gains in those test areas are expected in the future.

Technology Director – Loren Kiefer relayed the following: 1) Provided a technology staff development update; 2) The main student server, email server and Food Service servers have been added or replaced. The network is moving from 100 mb to 1000 mb network and additional network wiring will be installed over the year; 3) By the end of summer, all student computers will have been replaced since 2006 so all will be 3 years old or less. They are exploring netbooks for student usage; 4) All high school classrooms have projectors and all but eight areas have SmartBoards installed. All elementary core curricular areas have SmartBoards and the Technology Department will focus more on small group training and assisting with lesson plans.

#### Customer Compliments, Concerns, Complaints

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

### **REPORTS**

#### Minnesota Comprehensive Assessment (MCA) Results

Curriculum Director Jane Johnson provided a broad overview of the MCA results:

- Grade 3 students proficient – Math 74.5%, Reading 89.3% (state 82.1%, 78.4%)
- Grade 4 students proficient – Math 78.7%, Reading 76.6% (state 74.8%, 74.5%)
- Grade 5 students proficient – Math 75.8%, Reading 89.7% (state 65.5%, 72.2%)
- Grade 6 students proficient – Math 56.0%, Reading 77.3% (state 63.7%, 72.6%)
- Grade 7 students proficient – Math 59.8%, Reading 65.9% (state 62.6%, 64.8%)
- Grade 8 students proficient – Math 73.7%, Reading 78.8% (state 59.6%, 66.8%)
- Grade 9 students passing – Grad Writing 98.87% (state 89.6%)
- Grade 10 students proficient – Reading 84.5% (state 74.2%)
- Grade 11 students proficient – Mathematics 65.5% (state 41.6%)

The district made Adequate Yearly Progress (AYP) in all subgroups this year. More details regarding student growth will be provided at the Board Retreat in August.

#### First Reading of Revised Policies

The Board held their first reading of the following revised policies:

- 410 – Family and Medical Leave (changes recommended by the Minnesota School Board Association)
- 511 – Fundraising (administration revised due to Board questions about the policy)
- 524 – Internet Use (changes recommended by the Technology Committee)
- 613 – Graduation Requirements (some changes due to new laws)
- 709 – Student Transportation Safety (administrative-recommended changes and law changes)
- 1002 – School Closing, Late Starts and Early Releases (administrative-recommended changes)
- 590 – Special Education Records Retention and Destruction (recommended by the Hiawatha Valley Education District)

Board input will be discussed by the administrators who will bring the policies back for the second reading at the August 10<sup>th</sup> Board meeting.

#### First Reading of Handbooks

Mrs. Svobodny, Mr. Rowekamp and Mr. Ostrowski brought forward changes to their handbooks. A separate handbook will be developed next year for middle school. The administration will make additional revisions from the Board input received. The Board will hold a second reading of the handbooks at their August meeting.

### Kids Against Hunger

Supt. Klaehn indicated that the packaging event will be held earlier this school year and more information will be provided to the public about the financial needs of the program.

Food and Nutrition Director Carrie Frank reported that the district was short \$3,000 last year for the Kids Against Hunger program. This year, it will cost 17 cents per meal for a total of \$8,000. She indicated how funds were raised last year (including high school students raising \$1,000) and sought Board support to expand the funding search. Of the meals packaged, 3,000 went to our local food shelf. Mrs. Frank made it clear that this program is not benefiting the school district financially.

Supt. Klaehn said that this is a very educational experience for the students. He felt that it was not prudent to use taxpayer (district) funds unless the Board indicated so.

The Board did not have concerns with expanding donation requests to include area churches and businesses but did not feel that district funds should be expended. Like many people, Member Loftus was under the impression that the only thing needed was volunteer help, which is not the case.

### **OLD BUSINESS**

#### Award Bakery Products, Dairy Products, Fuel Products and Snow Removal Bids

Food and Nutrition Director Carrie Frank advised that three bids were submitted for bakery products and the Purchasing Committee recommended it be awarded to Sara Lee.

A motion was made by Member Andring, seconded by Member Loftus and carried unanimously to award the **bakery products** bid to Sara Lee.

Mrs. Frank advised that two bids were received for dairy products and the Committee recommended awarding the bid to Kemps.

A motion was made by Member Johnson, seconded by Member Rieke and carried unanimously to award the **dairy products** bid to Kemps.

Supt. Klaehn advised that three bids had been received for fuel products and that the Committee recommended awarding the bid to Feils Oil.

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to award the **fuel products** bid to Feils Oil Co., Inc.

Supt. Klaehn relayed that six snow removal bids were received. Three were eliminated due to higher costs. The bids listed various types of equipment to be used. In the past, the district used the per hour method to determine awarding of the bid.

Member Johnson made a motion to accept the Wigham Trucking & Excavating bid per our specifications of an hourly rate. The motion was seconded by Member Loftus.

Member Pedersen suggested rebidding with different criteria (per-time rate and/or yearly maximum) and indicating placement of plowed snow. An extensive discussion followed regarding bids, quoting methods, equipment, and where to move the snow at the elementary parking lot. It was determined that rebidding was not necessary since the Board has received quotes in the past with varied equipment and rates and has accepted them as proposed.

Member Andring brought forward an amendment to accept the Wigham bid to include the per-snow fall rate and maximum per year. The motion was seconded by Member Pedersen. A vote on the amendment carried unanimously.

A vote on the motion to accept the total Wigham bid as presented including the hourly rates, flat fee and seasonal limit was carried unanimously.

#### Approve Fire Marshal Compliance Work in Dover Building

Supt. Klaehn provided two quotes received to meet the Fire Marshal requirements at the Dover building. The Custom Alarm quote was higher and was comparable to the current systems in the buildings. The Board discussed the two quotes and the fact that the district had previously removed a Vista system due to problems that had occurred.

With Member Andring abstaining, a motion was made by Member Pedersen to accept the quote from Custom Alarm because it was consistent with current systems in the school district. The motion was seconded by Member Rieke and carried unanimously.

### Letter from the City of Eyota

Chair Pagel gave a brief history of the portion of road connecting County Road 142 and Knowledge Road. When the new elementary was built, Knowledge Road did not exist. The township built the connecting road, and the district blacktopped and maintained it. When Knowledge Road was extended, the township turned this connecting road over to the City of Eyota. The City is repairing the road and sought a donation from the school.

Board discussion included previous shared projects between the district and the City (tiling), ownership of the land adjoining the north side of Knowledge Road, possible assessments, and the fact that the school district may be the primary user but that they are not the only user of that section of road. Supt. Klaehn recommended donating \$1,000 with a statement indicating that the school district does not own or maintain roads and that the donation does not make the district responsible for future upkeep.

A motion was made by Member Andring to donate \$1,000 to the City of Eyota with an accompanying letter stating it is a good will gesture. The motion was seconded by Member Pedersen and carried unanimously.

### Consideration of 6<sup>th</sup> Grade Staffing for 2009-2010

Supt. Klaehn sought Board input regarding whether or not to hire an additional 6th grade teacher. The current class sizes are at 29, 29, and 30, which is within the Board assumptions of 30 maximum and 23 minimum per class. Discussion included the fact that the current 5<sup>th</sup> grade class will require a fourth teacher when they reach 6<sup>th</sup> grade. Member Andring recommended hiring a 6<sup>th</sup> grade teacher at this time, knowing that an additional one will be needed in upcoming years.

Member Pedersen said, "I agree with the rationale for the additional teacher. However, I feel we need to abide by our assumptions. I will support it more if a teacher were hired once the class size hits 91 students."

A motion was made by Member Andring and seconded by Member Johnson to add a fourth section to the 6<sup>th</sup> grade. A roll call vote resulted in the following voting for the motion: Loftus, Rieke, Johnson, Pagel, Andring and Austinson. Those voting against the same: Pedersen. The motion carried 6 to 1.

## **NEW BUSINESS**

### Health & Safety Attachment 99

Supt. Klaehn indicated that John Ostrowski and MacNeil Environmental have determined the needs to be included in this report Member Austinson said, "I applaud your patience and thoroughness with this report."

A motion was made by Member Rieke, seconded by Member Austinson and carried unanimously to approve the Health & Safety Attachment 99 (Attachment A).

### Set August Board Retreat

The Board determined that they will hold a Board Retreat with supper on Tuesday, August 25 beginning at 6 PM in the Dover-Eyota High School Media Center.

### Employment Termination

A motion was made by Member Andring, seconded by Member Austinson and carried unanimously to terminate the employment of DANIEL LOEHR, Transportation & Grounds Assistant.

### Consent – Accept Resignations

A motion was made by Member Rieke, seconded by Member Pedersen and carried unanimously to accept the following resignations: TOM THEYE as Senior High Knowledge Bowl Coach, RACHEL THOE as Instructional Assistant, and LINDA KILLIAN-BAURES as Business Instructor.

Member Johnson thanked these individuals for their service and said, "They have done a great job for the district." Supt. Klaehn added that Mr. Theye has created a "dynasty" in the Senior High Knowledge Bowl program by setting high expectations.

### Consent - New Hires

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to approve the following hires: 1) REBECCA KLEIN as Long-term Substitute Spanish Instructor from August 31 through October 17, 2009; 2) ALBERTO VERA as Social Studies Instructor; 3) SARAH JOHNSON as FACS Instructor; 4) ABBY ECKDAHL and AMBER ALLEN as Summer Student SACC Workers; 5) JULIE BAYLOR as Elementary Instructor; 6) ALLISON BENIKE as Elementary Math Interventionist; 7) KATHRYN KABES as Elementary Vocal Music Instructor; 8) SUSAN NELSON as Business Education Instructor.

### Accept Donation

A motion was made by Member Johnson, seconded by Member Rieke and carried unanimously to accept the \$100 donation from the SUNSHINE CHAPTER of St. Charles to the Media Center.

### HEARING OF REPORTS

#### Superintendent's Report & Communication

Supt. Klaehn provided the following information: 1) The Eyota Days Parade will begin at 11 AM on Saturday, July 18 and Board members wishing to participate should meet at the bus garage at 10:30 AM; 2) The Viola Gopher Count Days Parade went well; 3) The new law allows districts to still hold Truth & Taxation meetings; however, they can be included as part of the December Board meeting rather than held on a separate night. Since the originally scheduled date will be printed on the district calendar, the Board decided not to change it; 4) Work is being done on the east high school parking lot to relocate the handicap parking spaces and make the front of the school entirely a drop off/pick up area. The flooring in Room 111 and Room 112 turned out to be a larger problem than expected since it was not correctly leveled the first time. Hillers, who will re-level it, are among the highest regarded vendors in the state according to the DLR Group. All of the carpeting has been installed except for the high school Media Center area. The construction of the new crow's nest is slower than expected for various reasons; 5) The yearly agreement with HVED has been signed for our district to be the fiscal host of their area learning centers; 6) An August silent auction will be advertised in the *Eagle* and the website to get rid of unused items; 7) The administrators are finishing the Baldrige narrative to be submitted late this week, with a site visit sometime in late October.

#### Board of Education Committee Reports & Communication

**Pedersen** – The Board Negotiation team has held several sessions with the teachers and will meet again on Thursday, July 16. Mr. Pedersen acknowledged there were benefits of hiring an additional 6th grade teacher; however, we have the assumptions which are guidelines and we have them for a reason. He added, “At 88 current students, we are well under the assumptions. We need to see if the assumptions are in the right place to be a guide.”

**Rieke** – Noted that she has also attended the negotiations with the teachers. She said, “Thank you to the staff and those helping with construction and moving things around to accommodate the construction projects.”

**Andring** – He is on the state service cooperative which will be meeting this week. The Minnesota Department of Education extended grant monies so more individuals will be hired by the Southeast Service Cooperative to work with AYP schools. Member Andring said that the Purchasing Committee struggled with the snow bid and thanked the committee members for their patience. In regard to the elementary parking lot he said, “It is coming along and looks nice.” About the additional 6<sup>th</sup> grade instructor he said, “I’d rather have one in place. One year we added a teacher after the first week of school and it was not a good thing. We have spent a lot of money on noneducational things this year and I feel it is important to also spend money on an additional instructor.”

**Austinson** – Member Austinson relayed that a Systems Accountability Committee meeting was scheduled in August.

**Pagel** – Gary Woodward had attended his last Hiawatha Valley Education District meeting and the new director, who started July 1, was working with the stimulus package. Mr. Pagel ended his report by saying, “School will start before we know it.”

### ADJOURNMENT

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to adjourn the meeting at 11:43 PM.

Daniel A. Johnson, Clerk  
Cb

**General Comments**

- School district personnel shall be involved in the process of completing this section. This section cannot be completed as a "turnkey" process.
- Responsibility for Health and Safety belongs at the district level. The task can, in certain circumstances, be delegated to employees or contractors, but not the responsibility.
- There must be a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information.
- Attachment 99 replaces Attachment 4 as a reporting requirement. Only Attachment 99 shall be reported to the MDE. Attachment 4 should be used by your district to internally review all Health and Safety programs. MDE is phasing in topics a portion each year until they are all entirely included. For 2009 Pay 2010, the topics are limited to Indoor Air Quality, Safety Committees, Laboratory Safety, Confined Spaces and Employee Right-To-Know. Specific performance criteria are described and the district must either verify they will meet MDE's criteria or provide their own. Either way, districts will be held to their board-adopted performance criteria. Substituted criteria which is not performance based is unacceptable.
- Districts are required to follow the directions shown below and return the completed, board-certified Attachment 99 in order to receive H&S funding for 2009 Pay 2010. All H&S new funding will be delayed until the Attachment 99 is received and verified.
- H&S Management Assistance professionals will key their reporting to the elements in this Attachment. This is part of MDE's plan to verify that the district is meeting its performance criteria commitment and has conducted a hazard assessment and adopted plans for hazard removal, per page 57 of this Attachment. A district may not refuse access by a Management Assistance professional to accomplish this task and the MDE will not process requests for funding approval without a properly completed Attachment 99.

**Completion Steps for Attachment 99**

- District reviews its health and safety hazards, plans/programs to manage them, and this letter and attachments.
- District reviews Attachment 99, affirms each element by highlighting or otherwise indicating, and completes all forms accurately. The attachment is designed to be a "turn-around document."
- School board validates the information on Attachment 99, certifying that the information in the completed Attachment 99 H&S Performance Criteria will be implemented during school year 2009-2010. In this manner the board, as the policy-setting authority, recognizes and accepts its responsibility for Health and Safety in a manner satisfactory to MDE. A copy of the board-approved minutes and agenda must be attached.
- District returns Attachment 99 at MDE, attn Audrey Bomstad, or alternatively each region Management Assistance professional, no later than July 24, 2009. Late submissions are strongly discouraged.
- Electronic submission is acceptable and is preferred. Otherwise, provide two paper copies with visible highlighting. Don't forget to maintain a copy in district files, and to highlight adopted language.

**Begin Board-certifying here. General Requirements**

- The H&S written plans include policies for managing the hazard, assessing for the hazard, training, and record keeping.
- There is a key district person responsible for each Health and Safety topic. This person is responsible for understanding Attachments 4 and 99 information and the information in the written plans.
- The written plans are current, complete and accurate. They are concise and well organized. They do not make references to other districts or states, or persons not currently with the district.
- In particular, the documentation of training and required reporting is accurate and complete. Training includes an adequate roster of trainees, is dated, and a syllabus of the training, giving information on what trainees can be reasonably expected to know or do.
- The practice of re-photocopying required reports shall not be allowed. Each report shall have a fresh printout with fresh signatures and dates.
- The district has contracted for a Management Assistance professional and is Bob Tweten.

**Part I Attachment 99 Performance Criteria – IAQ Management Plan****A. IAQ Coordinator – required in plan**

- A person meeting criteria in Attachments 3 and 7 has been appointed as the districts IAQ coordinator
- Communication pathway has been established to notify district staff, parents, and students, who the IAQ Coordinator is and how to contact him/her.
- IAQ coordinator's role and authority shall be clearly defined and understood by district employees, such that he/she can operate effectively.
- The IAQ Coordinator's name and certificate number are: Bruce Klaehn I0914\_.

**B. Walk-through performed (required in plan)–** Walkthroughs shall be performed at least annually on all school buildings in the district that houses students and/or employees and shall evaluate the following:

- Obvious water intrusion problems (interior and exterior)
- Obvious ventilation failures and/or problems

- Obvious building/structural failures and/or problems
- Overall cleanliness of buildings and classrooms
- Assess the need for O&M programs (e.g. ventilation, carpet, building compounds)

**C. Evaluation of key building systems- required in plan**

- District shall evaluate all classrooms using equivalent\* to the EPA's Tools For Schools Teacher's Checklist at least annually.
- District shall evaluate ventilation systems using equivalent\* to the EPA's Tools For Schools Ventilation Checklist at least annually. Activity 22 may be excluded here.
- District shall evaluate all building maintenance issues using equivalent\* to the EPA's Tools For Schools maintenance checklist at least annually.

\* **Equivalent means that each element of each topic is included to the depth described in TFS. If there is a significant departure, an explanation shall accompany the plan.**

**D. IAQ Management Plan (required in plan)** - District shall develop and implement an effective **district specific** IAQ management plan that shall at a minimum have the following elements:

- Identification of IAQ Coordinator
- Communication plan/policy that is specific to the district
- Complaint plan/policy that is district specific
- Plan/policy to address district IAQ issues observed and/or noted during the walk through or through the building systems evaluation process
- Implementation schedule that prioritizes and allocates expenditures to remediate known IAQ issues such as deferred maintenance items (e.g. roof leaks)
- Operations and maintenance plan to maintain building components and mechanical systems
- District policies that are established that affect air quality (animals, cleaning, renovation projects, pest management, chemical use, etc.)
- Annual review of district IAQ Management Plan by IAQ Coordinator and/or IAQ Committee, and school board. This includes a review of all documentation to ensure the plan is indeed district specific and current.

**E. District responses to parental concerns--required in plan**

- Parents know where to go to find answers to their IAQ questions.
- Parents can obtain checklists or self help information so they can properly evaluate their child's home or other out of school situation.
- Parents can obtain information about school facility construction, maintenance and housekeeping practices, chemicals used, mold and HVAC related information, chemical producing academic subjects, pesticides and herbicides and the like to determine the extent to which school activities contribute to a child's symptoms.
- Parents can obtain information on what a parent can do – how they can effect change – upon discovering questionable activities occurring within schools.

**\*F. Mechanical Ventilation improvements if funded under either H&S or Alternative Facilities**

**Bonding and Levy programs**

- All mechanical ventilation improvements shall result in demonstrated current performance criteria as found in state law, statute or rule, to include proper amount of ventilation rate over a specified outside temperature range, proper filtration, and ability to measure ventilation rate.
- Any commissioning resulting from mechanical ventilation improvements shall be done and validated by a Systems Inspector per M.S. 123B.72 that has adequate errors and omissions insurance.
- Mechanical ventilation improvement work funded under H&S shall remain under warranty by the outside party until a full range of seasons has occurred, allowing any deficiencies to become manifest and be corrected.

**\*G. M.S. 123B.57 responsibility to "...monitor and improve the quality of indoor air..."**

- The district shall determine the mechanical ventilation rate of each occupied space and plan and implement its improvement in a timely manner where found to be inadequate. Use of outside air intake flow hood for unit ventilators or CO2 or thermal-based calculations found in ASHRAE 62-1989 with controls set to minimal outside air settings are adequate. Intended to satisfy TFS Ventilation Checklist Activity 22. This activity does not have to be done to receive HS & funding.
- The district shall determine if there is mold or water intrusion for each occupied space and plan and implement its remediation in a timely manner where found to exist. Visual inspections are adequate.
- The district shall determine the quality of air entering the building and make improvement where needed. Use of human senses is adequate.
- The district shall monitor the use of chemicals, cleaning materials, carpet maintenance, pesticides and general housekeeping to ensure proper indoor air quality. Use of human senses is adequate.

Note: Starred paragraphs are not mandatory for inclusion in the district's IAQ program for H&S funding.

**Attachment 99 Performance Criteria – Safety Committees**

- A district safety committee shall be established where the district exceeds 25 employees or is experiencing excessive lost workdays or accident/incident rates.

- Written statements shall be developed describing safety committee role, responsibilities, activities and administrative support.
- Role of safety committee shall be stated, and shall include consideration of the following:
  - Review high hazard areas of health and safety for adequacy of program protection.
  - Monitor the effectiveness of the safety and health program. Assist administrators, H&S coordinators and supervisors on district/school H&S issues. Bring committee recommendations to school board.
  - Everyone in district needs to know to contact members of safety committee FIRST for H&S issues.
- There shall be greater employee representation than management, with each bargain unit represented. The safety committee member list shall be posted.
- The number of employee representatives on the committee shall equal or exceed the number of management representatives. The safety committee members shall be made known to all district staff.
- The safety committee shall meet at least quarterly.
- An agenda shall be established prior to meeting. Attendance and minutes shall be recorded. A report of activities shall be posted where all employees have access to it.
- The chair shall be elected by the committee and identified by name.
- Training shall be provided to safety committee members as to their roles and responsibilities.
- Meeting activities shall include consideration of these activities:
  - Establish annual safety goals and objectives for meeting those goals
  - Conduct and/or review safety inspections
  - Assist in accident investigation.
  - Review accident reports and OSHA 300 logs.
  - Accept and evaluate employee suggestions. Make reporting uncomplicated, keeping reporters at ease.
  - Review job procedures and recommend improvements
  - Monitor safety program effectiveness
  - Publicize and promote safety and health
- School board shall review the program annually.

**Attachment 99 Performance Criteria – Laboratory Safety Standard and Chemical Hygiene Plan**

- There shall be a written and current Chemical Hygiene Plan for all laboratories, per OSHA Laboratory Safety Standard 29 CFR 1910.1450.
- The Chemical Hygiene Officer (CHO) shall be identified for each laboratory and he is Tom Theye.
- The CHO shall be responsible for developing and reviewing at least annually chemical handling, storage labeling and disposal procedures (SOPs).
- The CHO shall be responsible for reviewing at least annually lab activities to ensure safe procedures are used.
- The CHO shall review stored chemicals annually and remove unused or excess amounts.
- The CHO shall be responsible for developing and reviewing at least annually engineering controls (e.g. ventilation, chemical storage, fume hoods, gas lines and shutoff, fire prevention, eye-wash and deluge shower)
- The CHO shall be responsible for developing and reviewing at least annually personal protective equipment (PPE) needs (e.g. eye protection, gloves, splash guards, gowns). Included are ensuring students do not wear dangerous clothing (e.g. rings, chains, unsafe shoes, un-bound hair).
- The CHO shall be responsible for developing and reviewing at least annually necessary training for lab employees and ensure that safety is adequately included in curriculum.
- The CHO shall be responsible for developing and reviewing at least annually record keeping practices and procedures, to include chemical inventory, MSDS sheets, monthly checks of safety equipment and implementing MDE and other safety checklists.

**Attachment 99 Performance Criteria – Lockout/Tagout (LO/TO)**

- District shall develop and implement a Written Management Plan for Lockout/Tagout, encompassing OSHA standard 29 CFR 1910.147, explaining procedures for implementing Lockout/Tagout for each area for each building where LO/TO hazards exist.
- The district administration shall identify school district Contact Person(s) for Lockout/Tagout zones.
- The district administration shall survey the facility at least annually to identify energy potential physical hazards that require Lockout/Tagout.
- The district administration shall train affected employees on proper Lockout/Tagout methods and techniques at least annually.
- The district administration shall identify and procure Lockout/Tagout locks, tags and other devices.  
(List locations of equipment)
- The district administration shall evaluate Lockout/Tagout record keeping practices and procedures at least annually.
- Procedures are in place to inform contractors of Lockout/Tagout requirements
- Specific energy controls are developed when required.
- The district administration shall evaluate current Lockout/Tagout procedures at least annually.

**Attachment 99 Performance Criteria – Confined Spaces**

Review program and obtain school board approval at least annually.

**Confined Space Standard**

- District shall develop and implement a Written Management Plan for Confined Spaces, encompassing OSHA standard 29 CFR 1910.146, explaining procedures for implementing Confined Spaces for each area for each building where Confined Spaces hazards exist.
- The district administration shall identify school district Contact Person(s) for Confined Spaces permit and non-permit zones.
- The district administration shall survey the facility at least annually to identify Confined Spaces physical hazards per the standard that require Confined Space entry procedures, using the criteria found at [http://www.osha.gov/pls/oshaweb/owadisp.show\\_document?p\\_table=STANDARDS&p\\_id=9797](http://www.osha.gov/pls/oshaweb/owadisp.show_document?p_table=STANDARDS&p_id=9797)
- The district shall determine the location of all Confined Spaces, and which are Permit Required Confined Spaces using the criteria found in Attachment A of the standard.
- Using the criteria found in 1910.146(c)(5), the district shall determine which Permit Required spaces need comply with paragraphs (d) through (f) and (h) through (k) of the standard.
- For Permit Required spaces that need not comply with paragraphs (d) through (f) and (h) through (k) of the standard, the district shall establish and maintain monitoring and inspection data that will demonstrate that continuous forced air ventilation alone is sufficient.
- For Permit Required spaces where the district has not established and maintained monitoring and inspection data that will demonstrate that continuous forced air ventilation alone is sufficient, the district shall implement paragraphs (d) through (f) and (h) through (k) of the standard.
- The district shall establish a properly trained and provisioned Permit Required Confined Space rescue and emergency service, that will become activated whenever a person enters a Permit Required Confined Space.
- The district shall carry out practice Permit Required Confined Spaces rescues at least once every 12 month, as called for under paragraph (K) of the standard.
- District shall inform Confined Spaces entrants information called for in the standard, how they may communicate with persons outside the Confined Spaces and what steps they should take if they should develop a medical emergency while in the Confined Spaces (e.g. heat stress, electrocution, burns, heart attack, etc.).
- The district shall inform any outside contractor doing work in a Confined Space that the workplace contains permit spaces and that permit space entry is allowed only through compliance with a permit space program per 1910.143.

**NOTE: The District has a No Entry policy for all permit-required confined spaces**

**Attachment 99 Performance Criteria – Employee Right-To-Know (ERTK)**

**Employee-Right to Know - Hazard Communication. The program shall:**

- Develop and implement a Written Management Plan for Minnesota Employee Right To Know, in compliance with Minnesota Regulations 5206.
- Identify school district Contact Person(s) for MN ERTK.
- Review Written Plan as needed, and update (at least annually).
- Identify Hazard communications functional areas (e.g. kitchen, shops, art, maintenance, etc.).
- Survey the facility to identify chemical, heat, noise, radiation and infectious agents hazards.
- Manage Material Safety Data Sheet (MSDS) acquisition, compilation and distribution. Ideally, MSDS would be available in functional area.
- Perform Chemical Inventory. Update at least annually. Ideally, chemical inventory would be available with MSDSs in functional area.
- Monitor use and markings on Secondary Use Containers.
- Ensure placement of ERTK Minnesota-approved posters.
- Perform initial and annual functional area training.
- Provide all record keeping activities and procedures.
- Respond to regulatory agency correspondence, guidelines and recommendations, guidelines and recommendations.
- Monitor or provide updates on regulatory changes and new developments.
- Review program and obtain school board approval at least annually.

**Individual Hazards Identified In H&S Management Assistance Reports**

Location	Equipment	Brief Description of Hazard	Work to be accomplished	Anticipated Completion
High School: Science Chemical Storage Room and Science Room 113	Chemical Bottles	Some chemicals cause deterioration of labels on bottles	Research labels or storage that prevents this from occurring	Oct. 1, 2009
High School: Science Room 113	Chemical Storage	Storage is not allowed in Fume Hood	Relocate Chemicals to appropriate storage location	Sept. 15, 2009

High School: Wood Shop	Small Pro Tech Drill Press	Guard Shield Missing	Order and install - Prohibit use until correction occurs	Sept. 15,2009
High School: Wood Shop	Wilton and Rockwell Grinders	Adjust tool rest to 1/8 inch and tongue guard to ¼ inch from grinding wheel	Make adjustments – Prohibit use until correction occurs	Sept. 15, 2009
Dover School: Back door, Upper Hallway, LL1	Emergency Lighting Station	Not Operating	Have repaired by contractor	Sept. 1, 2009
Dover School	Fire Protection	Upgrade building-wide protection	Install detectors as per approval of fire marshal	Sept. 1, 2009
Elem. School: Technology locations	Use of Extension Cords	Power strips not attached directly to outlet, cord through ceiling	Reconfigure use of extension cords to comply with requirements	Sept. 1, 2009
Elem. School: Kitchen	Hood over stoves	Sprinkler head needed	Provide sprinkler head under kitchen hood	Sept. 1, 2009
Elem. School: NW Wing (Grades3/4)	Electrical Room	Sprinkler head needed	Provide sprinkler head in room	Sept. 1, 2009

**Date: July 14, 2009**

**School District: Dover-Eyota Public Schools**

**Person Affirming: Bruce Klaehn**

**Signature: \_\_\_\_\_**

**Telephone with ext. : 507-545-2125 Ext. 406**

**I affirm that the following is an accurate, board-approved summary of this school district's current Health and Safety program, submitted in accordance with Minn. Stat. § 123B.57 regardless of whether or not funding is requested. A copy of the school board minutes is attached.**