

# REGULAR BOARD MEETING MINUTES

Monday, July 14, 2008

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:15 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Judy Brandt, Dan Johnson, Ed Kaehler, Gene Loftus, Ron Pagel, Gary Pedersen, Superintendent Bruce Klaehn and Student Board Member Aaron Wiederhoeft. Absent: none. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Ryan Anderson, Bill Angerman, Chris Berg, Gary Betcher, Carrie Frank, Samantha Porcher, John Schmidt, and Travis Schreier.

The Pledge of Allegiance was recited.

## Agenda

A motion was made by Member Andring and seconded by Member Brandt to approve the agenda.

Superintendent Klaehn asked that the following items be added to the agenda:

- 12.d Hockey Cooperation Dissolution
- 12.5 Annual Approvals
  - a) Health & Safety Plan
  - b) Hiawatha Valley Education District contracts
  - c) Administrative Assistant/Substitute Teacher contract
- 13e New Hire – Doug Zars as Elementary Teacher

Member Pedersen requested that the new hires be separate votes. A vote on the motion to approve the amended agenda carried unanimously.

## Honor Student Board Member Aaron Wiederhoeft

Chair Pagel thanked Student Board Member Aaron Wiederhoeft for his services on the Board and presented him with a star paperweight.

## Visitors to Address the Board

No visitors wished to address the Board.

## Board Minutes

A motion was made by Member Brandt, seconded by Member Kaehler and carried unanimously to approve the June 9, 2008 Regular Board Meeting Minutes.

## Board Minutes

A motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to approve the June 24, 2008 Special Board Meeting Minutes.

## Regular District Bills

With Member Andring abstaining, a motion was made by Member Johnson, seconded by Member Brandt and carried unanimously to approve the Regular District Bills totaling \$104,136.28.

## Special District Bills

With Member Pedersen abstaining, a motion was made by Member Brandt, seconded by Member Pedersen and carried unanimously to approve the payment of the Special District Bills totaling \$150,967.33.

## Treasurer's Report

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$3,516,326.21, as well as the June electronic transfers.

## **REPORTS**

### **Band Uniforms**

Supt. Klaehn relayed that our district was one of only a few schools that did not have band uniforms and he sought from the Board their philosophy of the district's responsibility in regard to uniforms – none, partially or entirely.

Band Instructor Ryan Anderson shared that it was a “fantastic” summer for the marching band and that the students were very proud of taking 3<sup>rd</sup> place at the Zumbrota parade against a total of five bands. The students were especially proud of this accomplishment and wondered why they were the only band without uniforms. Mr. Anderson relayed that there were three major uniform companies and that the cost per uniform ranged from \$325 to \$400. He gave a brief history of participation: not enough the first year to have a marching band, 37 last year, and 60 this year. He expected the numbers to rise to around 100 in the near future. In response to questions from the Board, Mr. Anderson said that the life expectancy of a uniform was 10 to 15 years, that some parts of the uniform will need dry cleaning, and that he would be adamant in teaching the students how to treat the uniforms. He relayed that participating in marching band is required for a student to letter in Band but is not a grade requirement. The discussion also included secure storage of the items, the students purchasing their own shoes and gloves (needed for wind instruments) and the fact that uniform companies “hold” the design for future purchases. Mr. Anderson felt that approximately 90 to 100 uniforms should be purchased with 15 or more purchased the following third or fourth year.

Several ideas were brought forward including having businesses and individuals sponsor a uniform, fundraising, charging each student a participation fee (\$20), making the current attire look more like a uniform by requiring black pants and shoes, setting aside funds each year, and developing a matching funds program.

Supt. Klaehn would bring back to the Board the amount that is delegated for athletic uniforms, what type of uniform replacement rotation we currently have for our athletic teams, and when and how other Three Rivers Conference schools purchased and funded uniforms. Mr. Anderson would contact the Dover-Eyota Music Association (parent support group for the Band and Choir) and ask them to come up with a plan to fund uniforms and bring it forward to a future Board meeting.

In response to a question from the Board, Mr. Anderson relayed that he was tentatively planning a band trip to Florida next summer. The Board congratulated him and the marching band for their 3<sup>rd</sup> place award at Zumbrota.

## **CABINET COMMUNICATIONS**

**High School Principal** – Todd Rowekamp shared the following: 1) His summer activities included attending the Hiawatha Valley Education District summer retreat where he learned a lot about the Data Warehouse program; hiring a Science teacher, and participating in the Gopher Count Parade; 2) Capital needs for the high school building had been assessed and new items purchased included whiteboards, some SmartBoards and desks; 3) The Leadership Team had met with Lesley Schellenberg of the Southeast Service Cooperative and reviewed the MCAII data, as well as started goal setting and staff development planning for the upcoming year. The test scores were good and the team planned to celebrate with the staff and students this fall; 4) Other committees meeting this summer were the Middle School Planning Committee, the Discipline and Communication Process Committee, the Senior High Class Advisor Committee, and a group who will develop a new teachers' mentoring program.

**Elementary Principal** – Jeanne Svobodny relayed the following: 1) Shared Camp Invention photos and relayed that the program was geared for students finishing kindergarten through grade five. The 44 students, led by Tim Andring, invented things, took apart machinery and used pieces to make other things, played inventive games, etc. The other staff included Wanda Hanson, Liza Boehmke and Paula Braun and some helpers. It was a “wonderful, creative thinking” week with a presentation to parents the last day; 2) This summer Mrs. Svobodny had attended a HVED summer retreat that discussed positive behavior interventions and Response to Intervention. She relayed that she had attended her last principal's academy session which was sponsored by the National Institute of School Leaders. She thanked the Board for allowing her to participate in this stimulating, learning opportunity; 3) Twelve elementary teachers had attended the Responsive Classroom training in June and three more would participate in late July; 4) An interview team had chosen Doug Zars as a new elementary instructor in fifth grade. Mr. Zars was a member of the graduate induction program, taught for a

year in Rochester and came to us with glowing references; 5) She was writing the reports required by June 30 (Title I application and special education state report ) and applying for grant opportunities.

A discussion ensued about applying for grants. Member Kaehler asked the principals how many grants they apply for each year and how they felt about applying. Mrs. Svobodny advised that the Initial Teaching Alphabet (ita) program was funded by an approximate \$40,000 grant and the Title I application produced about \$40,000 in funds. Mr. Rowekamp advised that the high school receives some grants through other organizations in which the district is a member such as HVED mini grants and the Carl Perkins grant. It was noted that, when reading the grant application, many times the school district is disqualified due to its size or low percentage of free/reduced participation.

#### Customer Compliments, Concerns, Complaints

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

#### **OLD BUSINESS**

##### Second Reading and Approval of the Tentative 2009-2010 Calendar

A motion was made by Member Pedersen, seconded by Member Andring and carried unanimously to approve the Tentative 2009-2010 Calendar

##### Awards Bids

Purchasing Committee Member Judy Brandt relayed that three **bakery bids** had been received: PanOGold, Sara Lea and IBC Sales. She made a motion to award the 2008-2009 bakery bid to PanOGold. The motion was seconded by Member Kaehler and carried unanimously.

Member Brandt relayed that two **dairy bids** had been received: Kemps and Sampson. She made a motion to award the 2008-2009 dairy bid to Kemps. The motion was seconded by Member Andring and carried unanimously.

Member Brandt relayed that two **snow removal** bids had been received: Tony Schwartz and Wigham Truck Excavating. She made a motion to award the 2008-2009 snow removal bid to Tony Schwartz. The motion was seconded by Member Loftus.

There had been quite a bit of discussion at the bid opening about snow removal and making a recommendation due to the different types of equipment used by the vendors and the various rates. The group had discussed the possibility of changing future bid specifications from an hourly rate to a per lot rate.

A vote on the motion carried unanimously.

Two **van** bids had been received: Holiday of Austin and Adamson of Rochester with Holiday being the lowest bidder by approximately \$1,800.

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to award the van bid to Holiday of Austin.

Member Brandt relayed that the **fuel** bid had specified that the product be delivered. Bidder Greenway Coop of Rochester had included delivery in their bid; whereas, Kwik Trip required that the fuel be dispensed at their Eyota location.

A motion was made by Member Brandt, seconded by Member Loftus and carried unanimously to award the 2008-2009 fuel bid to Greenway.

Mr. Bill Angerman of WHKS & Company relayed that **high school west parking lot reconstruction** bids had been received from Road Constructors, Rochester Sand & Gravel and Elcor Construction. He provided a summary of the bids which were written as "unit price," meaning that the final cost would be based on how much product was actually installed, not the amount of product bid. The specifications had indicated a completion date of August 22, 2008.

A motion was made by Member Andring to award the lot reconstruction bid to Road Constructors at the Total Bid Price of \$159,770 and authorize Chair Pagel and Supt. Klaehn to execute the agreement. The motion was seconded by Member Loftus and carried unanimously.

Supt. Klaehn would ask the vendor to provide an opinion on the elementary parking lot regarding some short-term repairs in some of the worst areas.

#### Further Consideration of Lunch Prices

Supt. Klaehn reminded the Board that they had tabled consideration of lunch prices at their July meeting in order to consider the effect of the dairy and bakery bids. In general, the bids are better than anticipated, especially the bread bid; however, milk prices will be market driven. Lunch prices for 2008-2009 were previously increased to \$1.70 for elementary, \$1.95 for high school and \$2.80 for adult. He provided an area school comparison prepared by Food & Nutrition Director Carrie Frank and relayed that the Food Service budget would more likely balance at the end of the year if an additional \$.05 per meal were instituted.

Mrs. Frank advised the Board that food prices through Reinhart will be at least 1% higher than last year and that the vendor would pass along cost increases (and cost decreases) to the school district. She added that the vendor will charge a \$25 transportation fee for every 45 cases of product delivered.

Member Brandt recommended leaving the student lunch prices at their current level and increasing the adult lunches to \$3.00 each.

Member Johnson made a motion to increase lunch prices by \$.05 at each level. Member Kaehler seconded the motion "to move along the item."

During further discussion, Member Kaehler expressed his opinion that the prices shouldn't be further increased at this time. Member Pedersen said, "There is no documentation that we need that nickel now. We can always increase later if we have to. That is quite an increase for the families." Mr. Pedersen was in favor of increasing an adult lunch to \$3.00.

A vote on the motion to increase lunch prices by \$.05 at each level resulted in a roll call vote. Those voting in favor: Johnson, Loftus. Those voting against the same: Pedersen, Kaehler, Pagel, Andring and Brandt. The motion failed.

A motion was made by Member Pedersen to leave the elementary student meal at \$1.70, leave the high school student meal at \$1.95 and increase the adult meal to \$3.00. The motion was seconded by Member Loftus and carried unanimously.

#### Hockey Cooperative Sponsorship Dissolution

Supt. Klaehn relayed that the hockey cooperative was being dissolved due to the low number of participants, (we currently did not have any participants). Another cooperative can be instituted in the future if the need arises.

A motion was made by Member Loftus, seconded by Member Kaehler and carried unanimously to approve dissolution of the hockey cooperative.

#### Annual Approvals

Supt. Klaehn relayed that the state requires the School Board to review the **Health & Safety Attachment 99**. A motion was made by Member Pedersen, seconded by Member Andring and carried unanimously to approve the Health & Safety Attachment 99.

Supt. Klaehn recommended that the **Hiawatha Valley Education District Rental Agreement** of the Dover building be changed from a 5-year to a 3-year contract and that the annual lease amount be increased due to increased annual costs incurred by the school district. A motion was made by Member Pedersen, seconded by Member Johnson and carried unanimously to approve the rental agreement with the HVED.

A motion was made by Member Kaehler, seconded by Member Johnson and carried unanimously to approve the **Agreement to Purchase Education Services** from the HVED.

Supt. Klaehn advised that the payment timeline was the main change in the annual **Agreement to Provide Fiscal Services** for the HVED's area learning centers. A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to approve the Agreement to Provide Fiscal Services.

Mr. Klaehn indicated that the one-year, **Administrative Assistant/Substitute Teacher** contract had been inadvertently left out of the approval of the Cabinet and Administrative contracts. A motion was made by

Member Johnson, seconded by Member Pedersen and carried unanimously to approve the Administrative Assistant/Substitute Teacher contract.

## **NEW BUSINESS**

### **Set Date for August Board Retreat**

The School Board tentatively set the Board Retreat for Thursday, September 11, 2008 at 6:00 PM.

### **First Reading of the 2008-2009 Handbooks**

The principals explained the proposed changes to their handbooks. Supt. Klaehn relayed the changes to the 6<sup>th</sup> grade handbook and coaches' handbook. The Board would more thoroughly review the changes and the handbooks would be brought back for a second reading and approval at the August meeting.

### **Fundraiser Request**

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to approve the Volleyball team's cookie dough fundraiser to be held August 11-18, 2008.

### **Accept Resignation**

A motion was made by Member Brandt, seconded by Member Kaehler and carried unanimously to accept the resignation of CONNIE REITER as LRP Instructor.

### **Consent – New Hires**

A motion was made by Member Johnson and seconded by Member Brandt to hire BRANDI KOHLER as Science Instructor. A roll call vote was taken with the following voting in favor: Loftus, Kaehler, Johnson, Pagel, Andring and Brandt. Those voting against the same: Pedersen. The motion carried 6 to 1.

A motion was made by Member Kaehler, seconded by Member Johnson and carried unanimously to approve hiring JAMES GAGE as Custodian.

A motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to approve hiring DOUG ZARS as Elementary Instructor

## **HEARING OF REPORTS**

### **Superintendent's Report & Communication**

Supt. Klaehn provided the following information: 1) Reminded Board members wishing to participate in the Eyota Days Parade to meet at the bus garage at 10:30 AM on Saturday; 2) A letter was provided indicating that FACES had been disbanded, as well as many collaboratives throughout the state. Some of the FACES monies had funded some of our staff; 3) In regard to the Teamsters' contract, he relayed that it is tentatively settled and waiting for ratification by the union members; 4) The tiling under County Road 42 is complete at a cost of \$16,980. Some leveling and seeding still needs to be done and there has already been a big improvement in water drainage in that area; 5) He was not totally pleased with the School Resource Officer selection process and said that the agreed-upon process had gotten "lost in the shuffle." Mr. Klaehn did feel, however, that the officer selected was a good choice. He was working with the school district lawyer on contract language regarding the district's long-term responsibility of this person's actions and performance. There would be two startup meetings with Officer Chad Nelson (one with just administrators and one with additional staff members) before he begins his duties on August 25; 6) The administrators had begun discussing a middle school planning process and were paying close attention to middle school licensure when hiring new staff; 7) The administrators were revising the enrollment options policy (#509) to re-establish the difference between open enrollment and non-resident agreements since they follow very different rules.

### **Student Board Member Report & Communication**

Aaron Wiederhoeft shared his experience at Boys' State week held at Southwest State this summer. He thanked the Eyota American Legion for sponsoring the event for himself, Josh Kruger and Michael Henderson.

### Board of Education Committee Reports & Communication

**Pedersen** – Mr. Pedersen had represented the School Board in the Dover Parade and said that the marching band had done a nice job. In regard to negotiations with the Teamsters’ union, he said that a tentative agreement had been met.

**Kaehler** – Mr. Kaehler had represented the School Board in the Viola Gopher Count Parade. In regard to Teamsters’ negotiations he said, “It is a good contract for both parties and that is what we were hoping for.”

**Johnson** – Mr. Johnson was excited to hear about the Camp Invention and felt that we should be looking for similar opportunities during the year in the classrooms relevant to education. He thanked Mr. Ryan Anderson for providing information on band uniforms and said, “I hope we can move forward to develop that program further.” To Aaron Wiederhoeft he said, “Aaron, thank you for the year and all of the hard work. Your perspective is really appreciated.”

**Andring** – Mr. Andring also thanked Aaron and said, “It was nice having you on the Board. You don’t realize how much we appreciate your input.” Member Andring would be attending the annual Minnesota Service Cooperative meeting that week in Mankato. In regard to the Health & Safety report, he relayed that it was nice to see the final result of the committee’s work. In regard to the Purchasing Committee’s meeting that evening to open bids, he relayed that there had been a lot of good questions to be resolved before the group was ready to make recommendations.

**Brandt** – Member Brandt congratulated the marching band on the 3<sup>rd</sup> place trophy at Zumbrota and thanked Aaron for a “good job” as Student Board Member. In closing, she stated that it had been a good group to work with during negotiations.

**Pagel** – The next Hiawatha Valley Education District Board meeting will be held in Chatfield to discuss the reporting process. The Chatfield school district just installed a new parking lot and it was realized that the bidder failed to include the price of the blacktop so the cost tripled from the original proposal. Mr. Pagel relayed that tiling under the road had been “an interesting process” and that landowners Gary Allen and Gene Speltz were pleased to have the project done.

Principal Rowekamp introduced the new Student Board Member Travis Schreier who was the high school Student Council President. He also introduced Samantha Porcher, Student Council Vice President, who would be attending the Board meetings when Travis is unavailable. The School Board welcomed Travis and Samantha.

### ADJOURNMENT

A motion was made by Member Brandt, seconded by Member Pedersen and carried unanimously to adjourn the meeting at 9:52 PM.

Daniel A. Johnson, Clerk  
CB