

# REGULAR BOARD MEETING MINUTES

Monday, May 12, 2008

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:05 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring (7:07 PM), Judy Brandt, Dan Johnson, Gene Loftus, Ron Pagel, Gary Pedersen, Superintendent Bruce Klaehn and Student Board Member Aaron Wiederhoeft. Absent: Ed Kaehler. Also in attendance were Principal Todd Rowekamp, Principal Jeanne Svobodny, Bill Angerman, Chris Berg, Gary Betcher, Amanda Briggs, Gary Franzen, Jane Johnson, John Ostrowski, Liz Perzinski, John Schmidt, Perry Schmidt, and Al Trogstad.

The Pledge of Allegiance was recited.

## Agenda

A motion was made by Member Pedersen, seconded by Member Brandt and carried unanimously to approve the agenda.

## Visitors to Address the Board

No visitors wished to address the Board.

## Board Minutes

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to approve the April 14, 2008 Regular Board Meeting Minutes.

## Regular District Bills

With Member Andring abstaining, a motion was made by Member Brandt, seconded by Member Pedersen and carried unanimously to approve the Regular District Bills totaling \$1 13,333.70.

## Special District Bills

A motion was made by Member Johnson, seconded by Member Loftus and carried unanimously to approve the payment of the Special District Bills totaling \$393,217.62.

## Treasurer's Report

A motion was made by Member Andring, seconded by Member Brandt and carried unanimously to approve the Treasurer's Report with liquid assets totaling \$3,332,597.65, as well as the April electronic transfers.

## **REPORTS**

### Survey Results

Curriculum Director Jane Johnson provided the Board with the staff and parent survey results. These results have also been shared with the administrators and the Cabinet members and results broken down to the building level would be shared with the principals.

### Cabinet Considerations

Supt. Klaehn talked about how existing personnel would be used more effectively and efficiently. John Ostrowski would be the 6<sup>th</sup> grade principal and assistant 7<sup>th</sup> and 8<sup>th</sup> grade principal as well as Community Education Director and Activities Director. Some of his director clerical and evening supervision duties would be given to other staff. The administrators also recommended working toward and implementing a middle school concept within the high school building in the 2009-2010 school year. It was determined that Principal Todd Rowekamp would make a middle school report at the June Board meeting.

## **CABINET COMMUNICATIONS**

High School Principal – Todd Rowekamp shared the following: 1) The high school Leadership Team had evaluated the building goals and determined which ones had been accomplished as well as the future role of the

team. The high school Building Operations Committee had discussed capital outlay and potential schedule changes for 2008-09. Teacher driven, the high school faculty recognized that DEHS had undergone some staff change and would be discussing faculty values and principles with the staff in order to develop a code of conduct to share with new staff as they are hired; 2) A Spanish Instructor had been hired and interviews would begin for the two English Instructor positions. Mr. Rowekamp relayed that some strong English candidates had applied and he was confident he could hire good staff; 3) Prom and post-Prom activities had gone well. He was "absolutely amazed" at the work by the Post Prom Party Committee and at how many students had attended the event; 4) In regard to scheduling, he relayed that meetings had been held with the music and special education departments and that Mr. Tom Surprenant had met with all juniors to set their fall schedules; 5) Open campus was going fine with no major issues; however, he did have to rescind some privileges due to inadequate grades.

Elementary Principal – Jeanne Svobodny had the following items to share: 1) The Kindergarten Open House was very well attended by 77 families. Phone calls were made to those not attending to determine if they were planning to send their child to kindergarten in the fall. Currently, the fall kindergarten enrollment was at 85, consisting of 64 district students, 13 grandfathered students, and 8 new students. Mrs. Svobodny relayed that they had a much better handle on our kindergarten numbers this year as parents have been much more decisive in whether or not to send their children next fall. 2) Thanked Jane Johnson and Karen Frye for successfully organizing and implementing the state testing. The MCA testing went well in math and reading and, this week, they were preparing for next week's online science testing at the elementary; 3) Recent events included several music concerts in April, Ag Day, a Learning Readiness carnival organized by the preschool staff, and the Parents and Teachers Together (PATT) plant sale and book fair; 4) A luncheon in honor of Jane Hobbs will be held on Thu., May 22; 5) The 5<sup>th</sup> grade musical will be performed on Thu., May 15. Mrs. Svobodny relayed that the 5<sup>th</sup> graders would not perform at the Mall of America as has been done in the past; rather, they would perform for Goodhue's 5<sup>th</sup> grade students (and vice versa) and then participate in a roller skating event in Brownsdale; 6) Upcoming events include the Track & Field Day, Try Something New Day, 5<sup>th</sup> grade graduation, 6<sup>th</sup> grade graduation and the elementary picnic; 7) She had been working on fall preschool registrations, summer school planning, special education extended school year services, Title I planning, and schedules for next year (specials, recess, etc.).

#### Customer Compliments, Concerns, Complaints

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

### **OLD BUSINESS**

#### Consider Projects Identified by the Energy Services Group (ESG) Report

Supt. Klaehn said that the ESG report had been brought to the Board a year ago and that a decision to proceed had been delayed until after the referendum vote. He was now bringing it forward to determine what should be done about maintenance and energy efficiency issues. Critical needs include addressing elevated CO<sup>2</sup> readings in the elementary building, replacement of the heating/cooling unit over the high school Media Center, and replacement of water heaters.

Perry Schmidt, General Manager of the Energy Services Group, relayed that the original study had projected a cost of \$1 million to \$6 million, depending on the amount of work to be completed. In September of 2007, the scope of work was reduced down to a projected cost of \$1,271,432 to address just some of the needs. Mr. Schmidt talked about the sources of funding to pay for the proposed project.

The Board discussion included the difference in cost between recommissioning unit ventilator systems and replacing them. Should the project be approved, most of the work could be done this summer and fall except for the Media Center heating/cooling unit, which would be done in the Summer of 2009.

Supt. Klaehn relayed that steps would need to be taken including setting a hearing and passing resolutions in order to proceed with a project through ESG.

Member Pedersen felt that additional information was required before moving forward.

A motion was made by Member Andring to adopt the Resolution Approving and Authorizing the Execution of an Energy Services Agreement and Financing Agreement (Attachment A). The motion was seconded by Member Loftus. A roll call vote was taken with the following voting in favor: Loftus, Johnson, Pagel, Andring and Brandt. Member Pedersen indicated he was voting against the resolution with the

stipulation that he was waiting for more information, such as how much air flow each unit was expected to produce, how much each was actually producing and how the project would increase the air flow of each unit. A vote on the motion carried 5 to 1.

A motion was made by Member Andring and seconded by Member Brandt to adopt the Resolution Approving and Authorizing the Execution of a Professional Services Agreement (Attachment B). A roll call vote was taken with the following members voting in favor: Loftus, Johnson, Pagel, Andring and Brandt. Member Pedersen indicated he was voting against the resolution with the stipulation that he was waiting for more information. A vote on the motion carried 5 to 1.

A motion was made by Member Johnson and seconded by Member Andring to adopt the Resolution Approving and Authorizing the Submission of a Review and Comment Proposal to the Minnesota Department of Education (Attachment C). A roll call vote was taken with the following members voting in favor: Loftus, Johnson, Pagel, Andring and Brandt. Member Pedersen indicated he was voting against the resolution with the stipulation that he was waiting for more information. A vote on the motion carried 5 to 1.

#### High School West Parking Lot Considerations

Mr. Bill Angerman of WHKS & Co. was present to explain the magnitude of repairing the west high school parking lot. He relayed that the best corrective measures would include grading the area for better drainage, milling the current surface and laying a new bituminous surface. He indicated that there was currently a shortage of work causing lower labor costs; however, material prices were "sky-high."

Supt. Klaehn relayed that the Deferred Maintenance Budget would not cover the cost as originally thought and advised that the Board explore ways of funding the remaining cost, such as a lease finance or reducing the Reserve Fund. He indicated that securing engineering specifications would be required before letting bids.

Member Loftus made a motion to move ahead with the engineering preliminary work on a time and material basis in order to determine a scope of the project. The motion was seconded by Member Johnson and carried unanimously.

It was determined that the Board would hold a short meeting on Wednesday, May 28 at 5:00 PM to further discuss the high school west parking lot.

#### Final Reading and Approval of the 2008-09 Preliminary Budget

Supt. Klaehn provided an overview of and factors that would affect the 2008-09 Preliminary Budget. The budget shows that the district will operate at an approximate balance of revenue and expenses. He reminded the Board that revenue would be reduced by \$80,000 due to their prior decision not to levy for the Lease Levy. He relayed that moving forward with the parking lot project would also mean a decision to spend down the Capital Expense Reserve in order to cover project costs beyond the Deferred Maintenance Revenue of \$69,000.

The discussion included adding carpet in the 6<sup>th</sup> grade rooms and replacing carpet in the elementary, as well as replacement of the crow's nest. Although the crow's nest had been an item of need for many years, it was felt that repair of the parking lot and continual carpet installation/replacement was more urgent at this time. Mr. Klaehn would bring forward cost estimates for carpet projects.

A motion was made by Member Loftus, seconded by Member Johnson and carried unanimously to approve the 2008-09 Preliminary Budget.

#### Consider Dover Survey Results and Billing

Supt. Klaehn and Gary Pedersen had met with Dover property owners and city representatives a year ago and decided a formal survey was required. The surveying cost \$7,662 and the Board discussed how much of that cost would be paid by the school district.

Member Pedersen indicated he had discussed the school district's responsibility with Dover Mayor Roger Ihrke who was agreeable with the school paying 5/8ths since they owned 5 of the 8 parcels surveyed. Mr. Pedersen made a motion that the school district should hire an attorney to proceed with steps to obtain a piece of gap property near the Dover School and pay 5/8<sup>th</sup>s of the survey costs. The motion was seconded by Member Johnson and carried unanimously.

## **NEW BUSINESS**

### **Let Bids for Purchase of a Bus and a Van**

A motion was made by Member Andring, seconded by Member Brandt and carried unanimously to let bids for the purchase of a bus and a van.

### **Adjustment to Bus Driver Agreement**

Supt. Klaehn explained that, in the process of installing Paid Time Off (PTO) for the bus drivers, a key component of banking them was inadvertently left out of the contract language and only recently brought to light. He recommended that the contract be adjusted as follows since it was in the original discussions and verbal agreement of PTO:

6. Unused PTO days may be *banked or* cashed in:
  - a. A driver may get reimbursed for any unused PTO left on the last day of school of any year by completing the appropriate documents by May 15 to be paid on the June payroll. Unused PTO will be reimbursed at ½ of the bus driver's hourly rate.
  - b. *A driver may bank unused PTO, and may accumulate up to 100 hours. Upon termination of employment, payment will be made for all banked PTO at ½ the driver's hourly rate.*

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to make the above noted adjustment to the Bus Driver Agreement.

### **Approve Auditing Agreement with LarsonAllen LLP**

Chair Pagel noted that Member Kaehler, who was absent from the meeting, had asked he mention the possibility of hiring a new auditor.

A motion was made by Member Johnson, seconded by Member Pedersen and carried unanimously to approve the auditing agreement with LarsonAllen LLP.

### **Grant Diplomas to the Class of 2008**

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to grant diplomas to the Class of 2008 (Attachment D).

### **Accept Resignation**

A motion was made by Member Brandt, seconded by Member Pedersen and carried unanimously to accept the resignation of JOANNE GILES as Van Driver.

### **Consent – New Hires**

A motion was made by Member Johnson, seconded by Member Pedersen and carried unanimously to approve the following new hires: 1) TOM EVERS MAN as Cook's Helper; 2) ELIZABETH WELLS as Spanish Instructor beginning the 2008-09 school year; 3) PENNY GARITY as Early Childhood Special Education Instructor beginning the 2008-09 school year.

### **Consent – Accept Donations**

A motion was made by Member Brandt, seconded by Member Johnson and carried unanimously to accept the following donations and direct the administration to send thank you letters: 1) Elementary -- \$106.85 from KWIK TRIP, \$350 from the EYOTA AMERICAN LEGION to the School Patrol; 2) High School -- \$74.44 in KWIK TRIP rebates to the Baseball team.

## **HEARING OF REPORTS**

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

Superintendent Klaehn shared the following items: 1) Graduation ceremonies were scheduled for Sunday, June 1 at 1:30 PM; 2) He invited the Board to attend the Employee Recognition Breakfast on Friday, June 6 at 7:30 AM; 3) Parade opportunities included Viola Gopher Count on Thursday, June 19 at 10 AM, the Dover celebration on Saturday, July 5 at 10 AM, and the Eyota Days Parade on Saturday, July 19 at 11 AM; 4) Supt. Klaehn made the Board aware of pending legislation that would allow the School Board to decide if they would hold a school board election primary. Since the legislature did not change the school start date for the Fall of 2009, the Calendar Committee would reconvene to propose a 2009-2010 calendar. Mr. Klaehn

also advised that the additional educational funding was now in a separate bill from the budget balancing bill and was expected to be vetoed by Governor Pawlenty; 5) Member Andring and he had met with a contractor who could install tiling under County Road 142; 6) Summer working and building hours had been modified to four, 9-hour days Monday through Thursdays and 4 hours on Fridays (open until 11:00 AM).

#### Student Board Member Communications

Student Board Member Aaron Wiederhoeft relayed the following: 1) The Student Council Blood Drive had resulted in approximately 49 units of blood being donated. He thanked Member Kaehler for donating a \$50 incentive prize for students to participate; 2) The Council had hosted an appreciation breakfast for high school staff; 3) The Peer Helpers have been focusing on teen driving by sponsoring learning activities, including a mock crash scene.

#### Board of Education Committee Reports & Communication

**Andring** – The Health & Safety Committee meeting had included reports and addressed several issues. The Southeast Service Cooperative legislative meeting was scheduled for Thursday, June 5.

**Brandt** – The first negotiations meeting with the Teamsters was scheduled for Thursday evening, May 15. Ms. Brandt relayed that the Prom Grand March had gone well except for the fact the auditorium speaker system was not working. It was her hope that it would be tested before graduation ceremonies were held.

**Loftus** – Advised that he had yet to be invited to a Vocational Family Committee meeting and wondered if the committee was still active. Chair Pagel indicated that some committees are in place should the need arise and Supt. Klaehn indicated he would check into the committee's viability. Member Loftus was amazed that not every senior had applied for scholarships through the Dollars for Scholars organization. The group would soon meet to determine which students would receive scholarships.

**Pagel** – Mr. Pagel relayed that the Hiawatha Valley Education District meeting had been "business as usual."

#### ADJOURNMENT

A motion was made by Member Johnson, seconded by Member Pedersen and carried unanimously to adjourn the meeting at 10:38 PM.

Daniel A. Johnson, Clerk  
CB

**RESOLUTION APPROVING AND AUTHORIZING THE  
EXECUTION OF AN ENERGY SERVICES AGREEMENT and FINANCING AGREEMENT**

**BE IT RESOLVED** by the School Board of Dover-Eyota Public Schools, in Eyota, Minnesota, as follows:

The Dover-Eyota Public Schools ISD #533 School Board does hereby certify that the following is a true, complete and correct copy of a resolution adopted at a Dover-Eyota Public Schools' School Board meeting, duly and properly called and held on the 12<sup>th</sup> day of May 2008; that a quorum was present at said meeting; that a majority of those present voted for the resolution; and that said resolution is set forth in the minutes of said meeting.

**WHEREAS**, the State Legislature has enacted Minnesota Statute 471.345 sub div. 13 authorizing school districts to develop energy services agreements with businesses which shall guarantee savings in energy and operations and,

**WHEREAS**, the School Board of Dover-Eyota Public Schools has approved implementing a guaranteed savings program for the district with Energy Services Group.

**NOW, THEREFORE, BE IT RESOLVED** that the Superintendent of Schools, on behalf of Dover-Eyota Public Schools, is hereby authorized to enter into and designated to sign an Energy Services Agreement with Energy Services Group to provide the scope of projects and services in the amount of \$752,382 with \$462,382 to be financed at a rate not to exceed 4.15% if funded on or before June 12, 2008.

**RESOLUTION APPROVING AND AUTHORIZING THE  
EXECUTION OF A PROFESSIONAL SERVICES AGREEMENT**

Dover-Eyota Public Schools' Board of Education does hereby certify that the following is a true, complete and correct copy of a resolution adopted at a meeting of Dover-Eyota Public Schools, Board of Education, duly and properly called and held on the 12<sup>th</sup> day of May 2008; that a quorum was present at said meeting; that a majority of those present voted for the resolution; and that said resolution is set forth in the minutes of said meeting.

**WHEREAS**, the Board of Education of Dover-Eyota Public Schools is interested in receiving approval and authorization from the Minnesota Department of Education to utilize the Alternative Facilities Bonding and Levy Program to implement mechanical ventilation system improvements at the Dover-Eyota Public Schools' High School facility in Eyota, MN.

**WHEREAS**, the Board of Education of Dover-Eyota Public Schools has directed the Superintendent of Schools, on behalf of Dover-Eyota Public Schools, to submit to the Minnesota Department of Education a Review and Comment proposal and all required application material including Attachment 7, Attachment 8, the Review and Comment and any additional information requested by the Minnesota Department of Education to gain approval for use of the Alternative Facilities Bonding and Levy Program.

**NOW, THEREFORE, BE IT RESOLVED** that the Superintendent of Schools, on behalf of Dover-Eyota Public Schools, is hereby authorized to enter into and designated to sign a Professional Services Agreement with Energy Services Group to assist the District in completing the necessary documentation required to gain approval from the Minnesota Department of Education to use the Alternative Facilities Bonding and Levy Program and to provide design/engineering, project management and commissioning services for the mechanical ventilation systems at the Dover-Eyota Public Schools' High School building in Eyota for construction costs in the amount of \$519,050.

**RESOLUTION APPROVING AND AUTHORIZING THE SUBMISSION OF A REVIEW AND COMMENT PROPOSAL TO THE MINNESOTA DEPARTMENT OF EDUCATION**

The Dover-Eyota Public Schools' Board of Education does hereby certify that the following is a true, complete and correct copy of a resolution adopted at a meeting of Dover-Eyota Public Schools', Board of Education, duly and properly called and held on the 12<sup>th</sup> day of May, 2008; that a quorum was present at said meeting; that a majority of those present voted for the resolution; and that said resolution is set forth in the minutes of said meeting.

**WHEREAS**, the Board of Education of Dover-Eyota Public Schools ISD #533 is interested in receiving approval from the Minnesota Department of Education (MDE) to utilize the Alternative Facilities Bonding and Levy Program to replace the mechanical ventilation systems at the Dover-Eyota Public Schools' High School facility in Eyota, Minnesota,

**NOW, THEREFORE, BE IT RESOLVED** that the Dover-Eyota Public Schools Board of Education directs the Superintendent of Schools, on behalf of Dover-Eyota Public Schools, to submit all required application material including Attachment 7, Attachment 8, the Review and Comment and any additional information requested by the Minnesota Department of Education to gain approval for use of the Alternative Facilities Bonding and Levy Program for the Dover-Eyota Public School for construction costs in the amount of \$519,050 plus any bond issuance costs.

**Dover-Eyota High School Class of 2008**

Attachment D

JESSICA ELAINE ABERNATHY  
ANNA C. BARON  
RACHEL ANNE BARRONE  
JOSHUA ROLAND BEDARD  
MOLLY ANNIE BEHRENS  
SAMANTHA PAIGE BELL-SORENSEN  
LUKE J. BERNING  
MATTHEW J. BIEHN  
MELINDA BIERBAUM  
JORDAN RAYMOND BOETTCHER  
TYLER BURBANK  
ANGELA JEAN CRAMER  
AARON GENE DANIELS  
BRADY DAVIDSON  
TRISHA NICOLE DEHNING  
ERIC DUBBELS  
KELSIE FISCH  
CASSANDRA LEA FOGARTY  
SPENCER A. FRANKE  
JAROD R. FRANZEN  
MATTHEW LOUIS GUENTHER  
CHRISTOPHER HALL  
BENJAMIN ANTHONY HAMMEL  
EMILY CATHERINE HAMMEL  
RILEY R. HAMMEL  
MATTHEW TYLER HANSON  
MICHAEL CHRISTOPHER HOLLOMAN  
MATT HORNER  
BRANDON JULIUS IHRKE

KATELYN JO JOHNSON  
NATASHA JOHNSON  
ROBERT DOYLE KOMANIECKI  
TAYLOR STEVEN KRONEBUSCH  
APRIL LAUGHTON  
ROBERT RAYMOND LAURES  
HELEN LACEY LAUTH  
KARL FILIP LENNARTSSON  
BRANDON SEAN MANAHAN  
REIDE S. J. MARTIN  
AARON MATHIS  
BRUCE LEROY MC ALLISTER JR.  
RYAN PATRICK MC DONALD  
MICHAEL RAY MEEK  
CARA MARIE MICHELSON  
DALLAS JAMES MILKS  
LEVI MITTELSTADT  
ASHLEE MARIE MONTGOMERY  
TONYA MARIE PECK  
KELLY MARIE PEDERSEN  
ANDY PEITZ  
ELIZABETH PERZYNSKI  
ANDREW JOHN PETERSON  
BRANDON D. PETERSON  
JARED PETERSON  
SHANE PETERSON  
ANDY PHIEFER  
KASSIE MARIE PUTZIER  
JACK WILLIAM QUINCEY

BRITTANY ANN RADDATZ  
JAKE HEYE RENKEN  
JOHN F. RIESS  
SAMANTHA ROSSI  
ALISHA M. SALSMAN  
BROCK A. SANDEN  
JEFF SCHLEGEL  
BRANDON SCHMIDT  
CASSANDRA SCHMIDT  
EVAN ALEX SCHMIDT  
JEFFREY MICHAEL SCHMIDT  
JONATHAN ABRAM SCHMIDT  
DEVIN DAVID SCHULTZ  
CASEY VALERIE SHARP  
JANEILE MARIE SMITH  
LINDSEY RENEE SMITH  
DANIELLE LUANN STORM  
BRYCE DEVON STRAIN  
LAURA JEAN SWENSON  
DANIEL THORESON  
BRANDON LEE TWERNBOLD  
ADAM M. WALETZKI  
LISA MARIE WEGMAN  
KYLE PATRICK WEGNER  
BETHANY GRACE WIEGAND  
JOSHUA WILLIAM WIGHAM  
JACOB WITTER  
NICHOLAS STEVEN WOSLAGER  
JAMES MATTHEW ZIEMER