

# REGULAR BOARD MEETING MINUTES

Monday, September 10, 2007

Chair Pagel called the regular meeting of the Dover-Eyota Board of Education, District #533, to order at 7:07 PM in the Dover-Eyota High School Media Center. Board members present: Don Andring, Judy Brandt, Dan Johnson (7:22 PM), 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, Chris Berg, Gary Betcher, Jane Johnson, and John Ostrowski.

The Pledge of Allegiance was recited.

## **BUSINESS ITEMS**

### Approve Agenda

Under New Hires, Supt. Klaehn added Karen Frye as Assessment Assistant/Substitute Teacher.

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

Chair Pagel welcomed Student School Board Member Aaron Wiederhoeft.

### Visitors to Address the Board

No visitors wished to address the Board of Education.

### Board Minutes

A motion was made by Member Brandt, seconded by Member Kaehler and carried unanimously to approve the August 13, 2007 Regular Board Meeting Minutes.

A motion was made by Member Pedersen, seconded by Member Loftus and carried unanimously to approve the August 20, 2007 Board Retreat Minutes.

### Regular District Bills

A motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to approve the Regular District Bills totaling \$138,936.92.

### Special District Bills

A motion was made by Member Kaehler and seconded by Member Brandt to approve the payment of the Special District Bills in the amount of \$154,780.58.

After discussing the special district bills and having questions, a motion was made by Member Loftus, seconded by Member Kaehler and carried unanimously to table the item until Business Manager Gary Betcher could provide clarification on when voided payments were eventually rewritten.

## **REPORTS**

### First Reading of the Annual Report on Curriculum, Instruction and Student Performance

Curriculum Director Jane Johnson led the first reading of the Annual Report on Curriculum, Instruction and Student Performance and received input from the Board. She advised that the second reading and possible approval would be held at the next meeting.

## **BUSINESS ITEMS**

### Special District Bills

A motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to bring forward the payment of the Special District bills.

Business Manager Gary Betcher provided clarification of how voided payments were paid on future check runs.

A vote was taken on the motion previously made by Member Kaehler, seconded by Member Brandt to approve payment of Special District bills totaling \$154,780.58. The motion carried unanimously.

### 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 \$3,533,682.47, as well as the August electronic transfers.

### **REPORTS**

#### Energy Comparison

Business Manager Gary Betcher provided an energy comparison for the calendar years 2005, 2006 and 2007.

### **CABINET COMMUNICATIONS**

High School Principal – Todd Rowekamp shared the following: 1) Fall workshop activities included a review of student handbook changes, development of skits to present to the student body, and a presentation on how adolescents cope with loss and grief and how adults can help. The leadership team had also led a review of the Minnesota Comprehension Assessment and Northwest Evaluation Association data, identifying needs and prioritizing them; 2) Mr. Rowekamp relayed that the students were cooperating and respecting the new rules implemented this fall; 3) Technology was off to a rocky start due to changes/upgrades and shortage of staff; however, most high school computers were up and running. Four new SmartBoards had been installed, additional staff had been trained in their use, the new laptops still had some "glitches" but were mostly working well, and new furniture had been ordered for the Media Center computer lab; 4) He would be serving as a representative from Subsection 3 in Section 1A; 5) Advised that Herff Jones could provide free staff identification badges that would be "one more security benefit" instituted in the school district buildings; 6) Discussed with the Board the possible relocation of the class photo displays currently in the Media Center.

Elementary Principal – Jeanne Svobodny had the following items to share: 1) Talked about the five-day, New Teacher Workshop, which was especially appreciated by the first-year teachers; 2) Thanked Supt. Klaehn and John Ostrowski for arranging contractors and following up on the projects that were completed the last weeks before school started. She had received a lot of positive comments from the community and teachers about the enclosing of some classrooms. Mrs. Svobodny also thanked the custodians who worked "around the clock" contending with water seepage and preparing the building for the first day of school; 3) During the fall workshop days, the elementary teaching staff had spent the morning reviewing data to improve student performance and the afternoon working on Responsive Classroom strategies. A study group also discussed the *Teaching Children to Care* book read by the staff over the summer; 4) On the first day of school, the students were excited, there were tears from parents, and video cameras were recording. Mrs. Svobodny relayed that some scheduling glitches were being addressed and that the double physical education schedule was working well; 5) The preschool programs, Learning Readiness program, Footsteps program and special education programs were "up and running;" 6) Two positions still needed to be filled: 100-Day Substitute Teacher and 300-Hour Substitute Instructional Assistant.

Activities Director – John Ostrowski had the following items to report: 1) Fall sports participation was 128 boys in football, 60 girls in volleyball, 30 Dover-Eyota students in cross country, 38 in girls' soccer and 5 boys in soccer at Plainview. After Tuesday night, every fall sport would have hosted a home event; 2) In regard to the sixth grade being housed at the high school, he relayed that things were going well and that concerns about lockers and the lunchroom had improved. The sixth grade students were successfully holding outside recess time with Instructional Assistant Holly Thompson; 3) Elementary classroom enclosures were complete and it had been an "interesting time" with the deadline and water problems.

#### Customer Compliment, Concern, Complaints

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

### **OLD BUSINESS**

#### Adopt Miscellaneous Pay Schedule

Supt. Klaehn recommended that the Miscellaneous Pay Schedule be adopted at this time and then updated at the January Organizational meeting.

Member Pedersen recommended that the district be proactive in regard to the teacher substitute pay of \$100 per day to make certain that the rate did not become significantly less than areas districts.

Supt. Klaehn talked about the benefit of hiring a 100-Day Substitute Teacher each year.

A motion was made by Member Kaehler, seconded by Member Johnson and carried unanimously to adopt the Miscellaneous Pay Schedule.

#### Dover Property Lines Issue

Supt. Klaehn and Member Pedersen had attended a Dover City Council meeting regarding the area of asphalt Ross Flury wished to remove from his property. The City of Dover sought input from the School Board because the property adjoined school district property and removal of the asphalt would create two dead end streets. A lengthy discussion included the fact that approval of Mr. Flury's request could create snow removal and access concerns. The Board decided that it was in the best interest of the school district that nothing happen at this time. The Board also discussed having the Superintendent file a quit claim deed for unclaimed property.

A motion was made by Member Kaehler that the School Board's preference was that the road stay intact and to direct the superintendent to file a quit claim deed on the unclaimed property as shown on the Massey Land Surveying firm map. The motion was seconded by Member Johnson.

Gary Pedersen wished to amend the motion, recommending that the school district also meet with the Dover City Council and Ross Flury to discuss the issues of his request. Member Loftus seconded the amendment. A vote on the amendment carried unanimously.

Gary amended the motion to pull the quit claim from the motion as he intended to bring it forward as a second motion. The motion was seconded by Member Andring and carried unanimously.

A vote on the motion that the School Board's preference was that the road stay in tact as it is currently was and that the school district representative (Board Chair) meet with the Dover City Council and Ross Flury to discuss the issues was approved.

A motion was made by Member Andring, seconded by Member Kaehler and carried unanimously that the superintendent file a quit claim deed for the unclaimed property.

#### **NEW BUSINESS**

##### Approve 2007-2008 and 2008-2009 Master Agreement with the Dover-Eyota Education Association

Superintendent Klaehn relayed that the teachers had ratified the contract with a vote of 49-12. He provided the Board with a corrected salary schedule and indicated that the curriculum-study/work on Schedule D should be changed to read *curriculum-study/work/response team*.

A motion was made by Member Pedersen, seconded by Member Kaehler and carried unanimously to approve the 2007-2008 and 2008-2009 Master Agreement with the Dover-Eyota Education Association.

Supt. Klaehn expressed his feelings that the process had been handled professionally by both the teachers and Board negotiators.

##### Bond Issue Election Resolution

Supt. Klaehn presented the proposed Resolution Relating to the Issuance of School Building Bonds and Calling an Election Thereon. He relayed that he had debated with the school district's attorney regarding the need for the words "including the repair, remodeling, renovation, upgrading" in the resolution as he did not feel that was the scope of the project. The lawyer had felt it was necessary to cover any items that might develop during the construction process.

Member Loftus felt that the words "repair and remodeling" should be removed, if possible, and expressed the need to build the expectations of the public through educating them about the scope of the project.

A motion was made by Member Kaehler to accept the resolution as presented (Attachment A). The motion was seconded by Member Johnson and a roll call vote resulted in the following voting in favor: Brandt, Andring, Pagel, Johnson, Kaehler, Pedersen and Loftus. Those opposed: none. The motion carried unanimously.

Supt. Klaehn was directed to once again discuss the wording with the school district's attorney.

##### Combined Polling Place Resolution

Supt. Klaehn explained the need for the resolution.

A motion was made by Member Johnson to adopt the Resolution Establishing Combined Polling Places for Multiple Precincts and Designating Hours During Which the Polling Places Will Remain Open for Voting for School District Elections Not Held on the Day of a Statewide Election (Attachment B) **with the addition of Quincy Township being listed**. The motion was seconded by Member Kaehler and a roll call vote resulted in the following voting in favor: Brandt, Andring, Pagel, Johnson, Kaehler, Pedersen and Loftus. Those opposed: none. The motion carried unanimously.

### Accept Resignation

A motion was made by Member Andring, seconded by Member Brandt and carried unanimously to accept the resignation of ROBERT BLOCK as Bus Driver.

### Consent – Approve New Hires

A motion was made by Member Pedersen, seconded by Member Johnson and carried unanimously to approve the following new hires: 1) JOSHUA HEMMERICH as half-time Elementary Art Instructor; 2) AMANDA WHITE as Ag Ed Instructor (Applied Technology Class – Welding); 3) WANDA HANSON as Elementary Instructor; 4) ELIZABETH BOEHMKE as Footsteps Child Educator; 5) HOLLY THOMPSON as Instructional Assistant; 6) ALLI KITTLESON as job share Health Instructional Assistant; 7) RACHEL THOE as Instructional Assistant and Office Project Assistant; 8) TRACY ECKDAHL as Instructional Assistant; 9) RAMILA MEHTA as Instructional Assistant; 10) MACKENZIE LUND as 7<sup>th</sup> Grade Volleyball Coach; 11) JOE BAURES as “C” Girls’ Soccer Coach; 12) JOYCE WILLIAMS as AM SACC Worker; 13) SANDI MILLARD as High School Yearbook Advisor; 13) KAREN FRYE as Assessment Assistant/Substitute Teacher.

### Consent – Accept Donations

A motion was made by Member Johnson, seconded by Member Brandt and carried unanimously to accept the following donations and direct the administration to send thank you letters: 1) Sharpshooter Basketball (Girls’ Basketball) – \$100 from EASTWOOD BANK, \$25 from EASTWOOD INSURANCE and \$25 from CHATFIELD LUMBER; 2) Youth Tackle Football (Community Education) – \$100 from EASTWOOD BANK and \$25 from EASTWOOD INSURANCE; 3) Band – \$390 from SUNSHINE TRAVEL COMPANY for a Band scholarship.

## **HEARING OF REPORTS**

### Superintendent’s Report & Communication

Superintendent Klaehn shared the following items: 1) The Minnesota School Board Association Fall Area Meeting in Zumbrota was scheduled for Tuesday, September 25 and the Minnesota Rural Education Association meeting was scheduled for Tuesday, September 18; 2) Provided an enrollment update; 3) Noted his intent to begin negotiations on his contract renewal; 4) Gave an update on the tiling work that had been completed by Art Brookins and paperwork to be filed with FEMA regarding elementary water seepage; 5) Two employees residing in Rushford were told that, if they needed time away from work, some discretionary days would be allowed since they were “displaced” from their homes; 6) At the next meeting he would provide a report on the elementary wall construction, new carpet installation and other elementary projects; 7) As an update on the school liaison officer proposal, Supt. Klaehn relayed that he had met with the Stewartville and Byron superintendents and they agreed that the three outlining schools needed to approach the county about additional law enforcement coverage in their communities. They also felt they should meet with the sheriff to seek specific information about the role of a liaison officer in the school districts. Mayor Wes Bussell had recently indicated that the City of Eyota would be interested in paying 50% of the cost of an officer.

### Student Board Member Communications

Student Board Member Aaron Wiederhoeft relayed the following: 1) The first week of school was going well except that lunch had been rough the first couple of days with the addition of sixth grade students at the high school; 2) In regard to the new cell phone ban, it did not seem to be too much of a problem for most students; 3) Asked if Scout Troop 47 could use the high school auditorium and commons for an Eagle scout ceremony on February 10 and was directed to contact Chris Berg.

### Board of Education Committee Reports & Communication

**Brandt** – Considering the additional challenges this fall, she thanked the staff for getting the buildings ready for the start of school.

**Andring** – He had walked through the elementary and found that the tile and carpet looked very nice. He had enjoyed helping with the Ice Cream Social for employees. Mr. Andring relayed his appreciation of the process for new teachers as it gave them a “tremendous advantage” and relieved some of their first day stress. He commended the school district for supporting the workshop and the administration for the extra effort extended. Member Andring encouraged Student Board Member Aaron Wiederhoeft to bring forward any student body issues.

**Loftus** – He had assisted with the Ice Cream Social at the elementary and had toured the building and found the improvements to the classrooms “very impressive.” Although a lot of work still needed to be accomplished at the time of his tour to get the building ready for school, everyone had looked calm, which he felt “was a good sign.”

**Pedersen** – Stated that school was “off and running in style” and thanked the staff for all of their preparation work. Member Pedersen welcomed Aaron Wiederhoeft to the Board.

**Kaehler** – Welcomed Aaron. In regard to the water issue, he was concerned that there was water in a third and fourth elementary room because the windows leak. Supt. said that a vendor would be looking into the situation. Member Kaehler ended his report by stating that he had heard only good things about enclosing the elementary classrooms.

**Johnson** – Congratulated everyone on a great start to the new school year. He indicated that there had been challenges trying to get the elementary rooms enclosed and dealing with water problems. It had been a great team effort by everyone and he was proud of how everyone responded to challenges. He added that the water problem was a good example of the inaccurate perception by the community that the elementary roof leaked, whereas, it was actually window leakage and a ground water problem. At the last Board meeting he had talked about science and technology and he added more rationale for working toward improving science, technology, engineering and mathematics.

**Pagel** – The Hiawatha Valley Education District meeting had been cancelled due to a water issue and the district was close to completing their negotiations. The Three Rivers Conference Governing Board had approved a handbook and addressed other issues at their last meeting. Chair Pagel had heard many positive comments about the addition of walls at the elementary which included classroom windows that made hallway surveillance easier. In regard to preparing the elementary for the new school year he said, “Everyone stepped up to get it done.” Mr. Pagel also acknowledged that the football team, after their early morning practices, had helped people with water issues and gained an important learning experience.

#### **ADJOURNMENT**

A motion was made by Member Andring, seconded by Member Johnson and carried unanimously to adjourn the meeting at 10:25 PM.

Daniel A. Johnson, Clerk  
CB

**RESOLUTION RELATING TO THE ISSUANCE OF  
SCHOOL BUILDING BONDS AND CALLING AN ELECTION THEREON**

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

1. The board hereby finds and determines that it is necessary and expedient for the school district to borrow money in an aggregate amount not to exceed \$9,000,000 and not to exceed any limitation upon the incurring of indebtedness which shall be applicable on the date or dates of the issuance of any bonds, for the purpose of providing funds for the acquisition and betterment of school sites and facilities, including the repair, remodeling, renovation, upgrading and construction of additions and improvements to the Dover-Eyota Elementary School facility. The question on the borrowing of funds for these purposes shall be School District Ballot Question 1 on the school district ballot at the special election held to authorize said borrowing.

2. The actions of the administration in consulting with the Minnesota Department of Education, causing a proposal to be prepared for submission on behalf of the board to the Commissioner of Education for the Commissioner's Review and Comment and taking such other actions as necessary to comply with the provisions of Minnesota Statutes, Section 123B.71, as amended, are hereby ratified and approved in all respects. The actual holding of the special election specified shall be contingent upon the receipt of a positive Review and Comment from the Commissioner of Education on the projects included in the ballot question.

The clerk is hereby authorized and directed to cause the Commissioner's Review and Comment to be published in the legal newspaper of the school district at least twenty (20) but not more than sixty (60) days prior to the date of the special election as specified in paragraph 3 of this resolution.

3. The ballot question specified above and herein shall be submitted to the qualified voters of the school district at a special election, which is hereby called and directed to be held on December 11, 2007, between the hours of 7:00 o'clock a.m. and 8:00 o'clock p.m.

4. Pursuant to Minnesota Statutes, Section 205A.11, the school district combined polling place and the precincts served by that polling place, as previously established and designated by school board resolution for school district elections not held on the day of a statewide election, is hereby designated for this special election.

The clerk is hereby authorized and directed to prepare a notice to any voters who will be voting at the combined polling place for this special election. The notice must be sent by nonforwardable mail to every affected household in the school district with at least one registered voter. The notice must be mailed no later than fourteen (14) days before the date of the election. A notice that is returned as undeliverable must be forwarded immediately to the appropriate county auditor. The notice must include the following information: the date of the election, the hours of voting and the location of the voter's polling place. This notice may be in the same form as the notice of special election to be published and posted.

5. The clerk is hereby authorized and directed to cause written notice of said special election to be given to the county auditor of each county in which the school district is located, in whole or in part, and to the Commissioner of Education, at least fifty-three (53) days prior to the

date of said election. The notice shall specify the date of said special election and the title and language for each ballot question to be voted on at said special election.

The clerk is hereby authorized and directed to cause notice of said special election to be posted at the administrative offices of the school district at least ten (10) days before the date of said special 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 special election and to cause a sample ballot to be posted in the combined polling place on election day. The sample ballot shall not be printed on the same color paper as the official ballot.

The clerk is hereby authorized and directed to cause notice of said special 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 question to be submitted to the voters as set forth in the form of ballot below, and shall include information concerning each established precinct and polling place.

6. The clerk is authorized and directed to secure goldenrod colored ballot boxes for the deposit of ballots at the combined polling place and to acquire and distribute such election materials as may be necessary for the proper conduct of this special election.

7. The clerk is further authorized and directed to cause goldenrod colored printed 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 QUESTION BALLOT

## INDEPENDENT SCHOOL DISTRICT NO. 533 (DOVER-EYOTA) SPECIAL ELECTION

DECEMBER 11, 2007

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To vote for a question, put an (X) in the square next to the word "YES" for that question.  
To vote against a question, put an (X) in the square next to the word "NO" for that question.

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### SCHOOL DISTRICT BALLOT QUESTION 1 APPROVAL OF SCHOOL DISTRICT BOND ISSUE

YES

NO

Shall the school board of Independent School District No. 533 (Dover-Eyota) be authorized to issue its general obligation school building bonds in an amount not to exceed \$9,000,000 to provide funds for the acquisition and betterment of school sites and facilities, including the repair, remodeling, renovation, upgrading and construction of additions and improvements to the Dover-Eyota Elementary School facility?

**BY VOTING "YES" ON THIS BALLOT QUESTION, YOU  
ARE VOTING FOR A PROPERTY TAX INCREASE.**

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On the back of all ballots shall be printed "OFFICIAL BALLOT," the date of the election, and lines for the initials of two judges. The printing shall be so placed as to be visible when the ballot is properly folded for deposit.



8. If the school district will be contracting to print the ballots for this special 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. The clerk is hereby authorized and directed to begin assembling names of trained election judges to serve at the combined polling place during the special election. The election judges shall act as clerks of election, count the ballots cast and submit the results to the school board for canvass in the manner provided for other school district elections.

**RESOLUTION ESTABLISHING COMBINED POLLING PLACES  
FOR MULTIPLE PRECINCTS AND  
DESIGNATING HOURS DURING WHICH THE POLLING  
PLACES WILL REMAIN OPEN FOR VOTING  
FOR SCHOOL DISTRICT ELECTIONS NOT HELD  
ON THE DAY OF A STATEWIDE ELECTION**

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

1. Pursuant to Minnesota Statutes, Section 205A.11, the precincts and polling places for school district elections are those precincts or parts of precincts located within the boundaries of the school district which have been established by the cities or towns located in whole or in part within the school district. The board hereby confirms those precincts and polling places so established by those municipalities.

2. Pursuant to Minnesota Statutes, Section 205A.11, the board may establish a combined polling place for several precincts for school elections not held on the day of a statewide election. The following combined polling places are established to serve the precincts specified for all school district special and general elections not held on the same day as a statewide election:

(Set forth each combined polling place explaining which precincts are being served, such as:)

Combined Polling Place: Dover-Eyota High School  
615 South Avenue SW  
Eyota MN 55934

"This combined polling place serves all territory in Independent School District No.533 located in the City of Dover, Dover Township, Elmira Township, the City of Eyota, Eyota Township, Marion Township, Orion Township, Quincy Township and Viola Township; Olmsted County, Minnesota."

3. Pursuant to Minnesota Statutes, Section 205A.09, the polling places will remain open for voting for school district elections not held on the same day as a statewide election between the hours of 7:00 a.m. and 8:00 o'clock p.m.

4. The clerk is directed to file a certified copy of this resolution with the county auditors of each of the counties in which the school district is located in whole or in part.