

INDEPENDENT SCHOOL DISTRICT NO. 831
Forest Lake, Minnesota
ORGANIZATIONAL SCHOOL BOARD MEETING
January 6, 2022

The Organizational Meeting of the School Board of Independent School District No. 831, Forest Lake, Minnesota, was called to order by President Peterson at 7:00 p.m. on Thursday, January 6, 2022, at the Forest Lake School District Office. Roll was called and the following members were present: Julie Corcoran, Alex Keto, Jill Landstrom, Kate Luthner, Jeff Peterson, Rob Rapheal, Gail Theisen and Superintendent Steve Massey, ex officio.

Member Keto moved to approve the agenda. The motion was 2nd by Member Rapheal, all members present voted aye, the motion carried.

4. ELECTION OF SCHOOL BOARD OFFICERS

President: Member Landstrom nominated Member Peterson for School Board President. As there were no further nominations, all members present voted aye and Member Peterson was elected as Board President for 2022.

Vice-President: Member Theisen nominated Member Keto to the position of School Board Vice-President. As there were no further nominations, all members present voted aye and Member Keto was elected as Board Vice-President for 2022.

Clerk: Member Corcoran nominated Member Theisen to the position of School Board Clerk. Member Rapheal nominated Member Luthner to the position of School Board Clerk. As there were no further nominations, votes were cast. Voting for Theisen: Keto, Landstrom, Theisen, Peterson, Corcoran. Voting for Luthner: Rapheal. Abstaining: Luthner. Majority of votes went to Member Theisen, who was then elected as Board Clerk for 2022.

Treasurer: Member Keto nominated Member Corcoran to the position of School Board Treasurer. As there were no further nominations, all members present voted aye and Member Corcoran was elected as Board Treasurer for 2022.

New roles were assumed by the 2022 FLAS School Board Officers.

5. SCHEDULED/UNSCHEDULED VISITORS

Listening Session: There were no speakers with three in attendance that were observing.

Green Cards: There were no green card speakers.

6. STUDENT ACHIEVEMENT

Student Report: FLAHS SADD members reported on their membership and activities, such as the mock car crash.

Linwood Elementary Principal Gretchen Mattson and her team reported on the use of the Catalyst Approach in the classroom, Social Emotional Learning with students and staff and an update on the Linwood School Forest.

Positive Happenings: Community Education presented a flier on Youth Athletics. School Board Members reported on the school programs and events attended over the past month.

7. REPORTS:

Workshop/Conference – Members stated that the MSBA Leadership Conference is next week.

916 - Member Keto reported a special meeting to adjust the calendar, upcoming meeting is next week.

Buildings & Grounds Committee – Member Corcoran reported on construction updates and upcoming projects.

City of Forest Lake – Member Theisen reported on implementation of a computerized system for the fire department as well as the downtown development reveal coming in January.

Communications Committee – Member Theisen reported on the customer service program started in 2018 as well as department book studies.

Community Education – No meeting to report.

Curriculum, Instruction & Equity Committee – Member Theisen reported on Cultural Responsive Leadership in Teaching training.

Equity in our Schools – Member Rapheal reported that Equity Alliance is facilitating discussions with district 5th grade students.

Finance Committee – Member Corcoran reported on the 22-23 budget, November legislative preview and enrollment numbers.

Policy Committee – Member Luthner reported on the yearly review of policies, some of which will be appearing later in this agenda.

Staff Welfare – Member Landstrom reported on discussion of paid time off for COVID-19 illnesses.

Superintendent's Report: Dr. Massey reported on the efforts to recruit bus drivers and the current status of this department. A year in review celebrating 2021 achievements and accomplishments was given. Some things to celebrate include District testing scores, scholarships awarded, student volunteer progress, the Ranger Stadium and positive District financial management.

8. CONSENT AGENDA ITEMS

Member Rapheal moved to approve Consent Agenda Items 8.1-8.14. The motion was 2nd by Member Theisen, all members present voted aye and the motion carried.

8.1 Approved the Minutes of December 2 and 16, 2021

8.2 Approved the bills as of January 6, 2022

8.3 Approved Classified Personnel:

Authorization of Transfer

- Berry, Jenny - Cook Helper from Senior High to Lino Lakes Elementary, 20 hours per week and 37 weeks per year, effective December 20, 2021.
- Rehnberg, Christine - from Accounting Controller to Director of Business Services, 40 hours per week and 52 weeks per year, effective July 1, 2022.
- Stephens, Jasmine - from School Bus Driver to ECSE Paraprofessional at the Education Center, 30 hours per week and 37 weeks per year, effective January 4, 2022.

Leave of Absence(s)

- Kallestad, Cynthia - Special Education Paraprofessional for the rest of the school year, effective January 3, 2022.

Recommendation of Employment

- Checkalski, Hanni - Long Hour Cook Helper at the Senior High, 20 hours per week and 37 weeks per year, effective January 4, 2022.
- Fedelem, Bridget - Noon Duty Supervisor at Linwood Elementary, 15 hours per week and 37 weeks per year, effective January 4, 2022.
- Gjesvold, Gina - Cook Helper at the Senior High School, 17.5 hours per week and 37 weeks per year, effective January 4, 2022.
- McCorkle, Kellie - Custodian at Wyoming/Forest View Elementaries, 40 hours per week and 52 weeks per year, effective December 20, 2021.
- McCracken, Jake - Custodian at Lino/Senior High, 40 hours per week and 52 weeks per year, effective January 20, 2022.
- Reiner, William - Custodian at Columbus/Linwood, 40 hours per week and 52 weeks per year, effective January 17, 2022.
- Shephard, Rena - School Bus Aide, effective November 29, 2021.
- Yang, Siriki - Noon Duty Supervisor at Forest View Elementary, 10 hours per week and 37 weeks per year, effective January 10, 2022.

Resignation(s)

- Bracht, Diana - Special Education Paraprofessional at the Middle School, effective June 10, 2021.
- Johanson, Lisa - Early Childhood Special Education Paraprofessional at the Education Center, effective December 23, 2021.
- Kromrey, Tiffany - Early Childhood Family Education Teaching Assistant, effective December 31, 2021.
- Stephens, Jasmine - Trainee School Bus Driver, effective 9/21/2021.

8.4 Approved Licensed Personnel:

Authorization of Position(s)

- FTE Title 1 Elementary Teacher effective 1/3/22.

Employment

- Thordson, Joleen: 1.0 FTE Title 1 Elementary Teacher effective 1/3/22.
- Anderson, Kayla: 1.0 FTE Teacher effective 1/3/22 contingent upon satisfactory background check.

Resignation(s)

- Anderson, Jenna: effective end of 2021-22 school year.

Unpaid Leave(s) of Absence (LOA)

- Fabyanske, Katie - Unpaid LOA for approximate dates 2/4/22 - 3/4/22.

- 8.5 Designation of Banks and Depositories for District Funds – US Bank; Wells Fargo; PMA Financial Network, LLC; Minn. School District Liquid Asset Fund (MSDLAF); First Resource Bank; Bell Bank; Lake Area Bank
- 8.6 Appointment of School District Legal Counsel – Ratwik, Roszak, & Maloney, P.A.; Kennedy & Graven, Chartered; Rupp, Anderson, Squires & Waldspurger, P.A.; Hitesman & Wold, P.A.; Grell, Feist, P.A.; Maslon, LLP
- 8.7 Appointment of District Superintendent or Designee and School Board Chair to Engage Legal Counsel
- 8.8 Appointment of School District Doctor – Dr. Julie Kammer
- 8.9 Appointment of Fiscal Consultants – PMA Financial Network, LLC; Ehlers & Associates, Inc.
- 8.10 Set Dates and Starting Times for School Board Meetings – Continue School Board Meetings on the first Thursday of each month at 7 p.m., and Committee Meetings/School Board Meetings on the third Thursday beginning at 6 p.m.
- 8.11 Authorize use of facsimile signatures on district checks per State law and present School Board policies
- 8.12 Authorize the Director of Business Services, Superintendent, or their Designee to make electronic fund transfers, stop payment requests, approve certain claims, approve contracts for budgeted goods and services, and approve change orders
- 8.13 Appoint J.P. Jacobson as the Local Education Agency (LEA) Representative for Title I, IIA, IID, III, IV, V and VI, and Carl Perkins for Forest Lake Area Schools
- 8.14 Designate Superintendent as MDE Identified Official with Authority (IOwA)

9. ROUTINE ACTION ITEMS

President Peterson recommends the 2021 Representative Appointments. Member Theisen moved, 2nd by Member Luthner to approve 9.1 – 9.10 as appointed, all members present voted aye and the motion carried.

- 9.1 MSBA – Members Corcoran, Keto and Theisen were appointed as Board Representatives to the Minnesota School Board Association (MSBA).
- 9.2 MSHSL – Members Corcoran, Landstrom and Luthner were appointed as Board Representatives to the Minnesota State High School League (MSHSL).
- 9.3 Equity Alliance MN – Member Rapheal was appointed as Board Representative to Equity Alliance Minnesota.
- 9.4 SEE – Members Luthner and Peterson were appointed as Board Representatives to the Schools for Equity in Education (SEE).
- 9.5 City of Forest Lake – Member Luthner was appointed as Board Representatives to the City of Forest Lake.
- 9.6 SEAC – Members Landstrom and Theisen were appointed as Board Representatives to the Special Education Advisory Council (SEAC).
- 9.7 Community Education Advisory Council – Members Keto and Rapheal were appointed as Board Representatives to the Community Education Advisory Council.
- 9.8 Agriculture Education Advisory Board – Members Luthner and Peterson were appointed as Board Representatives to the Agriculture Education Advisory Board.
- 9.9 Emergency Services / Health Careers Advisory Board – Members Landstrom and Theisen were appointed as Board Representatives to the EMS / HC Advisory Board.
- 9.10 Continue Board Representative to 916 – Members Keto will continue with year 2 of a 4-year term (year 1 began January 2021) as Board Representative to 916.
- 9.11 Member Rapheal made motion to designate the *Forest Lake TIMES* as the official School District Newspaper. The motion was 2nd by Member Theisen, all members present voted aye and the motion carried.
- 9.12 School Board Salaries – Member Peterson proposed to entertain a motion to increase the School Board Member base salary by 2.0%. Member Rapheal made motion, 2nd by Member Corcoran to increase the FLAS School Board Member base salary by 2.0% with all officer's stipends remaining the same. This being the President receiving an additional stipend of \$400 per year, and the Vice President, Clerk and Treasurer receiving an additional stipend of \$200 per year each. By roll call vote, all members voted aye and the motion carried.

9.13 School Board Committee Assignments – President Peterson appointed the School Board Members to the following board committee assignments:

- 6:00 PM Buildings & Grounds: Keto, Peterson
- 7:00 PM Communications: Rapheal, Theisen
- 6:00 PM Curriculum, Instruction & Equity: Landstrom, Theisen
- 7:00 PM Finance: Corcoran, Luthner, Peterson
- 7:00 PM Policy: Keto, Landstrom
- 6:00 PM Staff Welfare: Corcoran, Luthner, Rapheal

10. ACTION ITEMS

10.1 Member Rapheal moved, 2nd by Member Theisen to approve the FLAS Staff Retirement Notice(s). All members present voted aye. The motion carried.

10.2 Donations: Member Keto reviewed and thanked the organizations providing donations totaling \$18,012.28. Member Keto moved, 2nd by Member Theisen to accept donations provided to FLAS. All members present voted aye. The motion carried.

10.3 Member Keto moved 2nd by Member Landstrom to approve Out-of-State Travel by School Board Members Policy 103B. By roll call vote all members present voted aye and the motion carried.

10.4 Member Landstrom moved, 2nd by Member Keto to approve School Board Representative Policy 117. By roll call vote all members present voted. Aye votes: Landstrom, Luthner, Keto. Nay votes: Rapheal, Theisen, Peterson, Corcoran. The motion failed.

10.5 Member Rapheal moved 2nd by Member Landstrom to approve Harassment and Violence Policy 425. By roll call vote all members present voted aye and the motion carried.

10.6 Member Rapheal moved 2nd by Member Keto to approve Student Transportation Safety Policy 531. By roll call vote all members present voted aye and the motion carried.

10.7 Member Corcoran moved, 2nd by Member Theisen to approve FLAHS New Course Proposal - Principles of Management. By roll call, all members present voted aye. The motion carried.

10.8 Member Keto moved, 2nd by Member Landstrom to approve FLAHS New Course Proposal - Medical Dosages. By roll call, all members present voted aye. The motion carried.

10.9 Member Keto moved, 2nd by Member Theisen to approve FLAHS New Course Proposal - Medical Terminology. By roll call, all members present voted aye. The motion carried.

10.10 Member Corcoran moved, 2nd by Member Landstrom to approve FLAHS New Course Proposal – Pharmacology. By roll call, all members present voted aye. The motion carried.

10.11 Member Landstrom moved, 2nd by Member Luthner to approve the Legislative Platform. Member Rapheal moved, 2nd by Member Luthner to amend wording to change the verbiage of “inequities” to “short falls” in the motion. By roll call, all members present voted aye and the motion carried as amended.

10.12 Member Keto moved, 2nd by Member Rapheal to approve 2020-22 Custodian Employee Agreement. By roll call vote all members present voted aye. The motion carried.

10.13 Member Theisen moved, 2nd by Member Corcoran to approve 2020-22 School Age Care Employee Agreement. By roll call vote all members present voted aye. The motion carried.

10.14 Member Keto moved, 2nd by Member Landstrom to approve the Resolution Directing the Superintendent and Administration to Make Recommendations for Reductions in Positions, Programs, and Services and Reasons Therefore for 2022-2023. By roll call vote all members present voted aye. The motion carried.

11. NEW BUSINESS

11.1 Action Taken on First Reading – Member Rapheal moved, 2nd by Member Theisen to Approve Discontinuation of Professional Development and Mentoring Policy 402. By roll call, all members present voted aye. The motion carried.

11.2 First Reading - Transportation Employee Drug & Alcohol Policy 430

11.3 First Reading - Bullying Prohibition Policy 541

The School Board reviewed upcoming calendar dates.

As there was no further business, Member Theisen moved to adjourn. The motion was 2nd by Member Corcoran. All members present voted aye and the meeting adjourned at 9:25 pm.

Jeff Peterson

President

Gail Theisen

Clerk

Approved date: 02/03/22